

**CULPRPT**



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# **Payroll/Personnel Report Generator System (CULPRPT)**



**PUBLICATIONS CATEGORY**  
Reporting

**PROCEDURE MANUAL**  
Payroll/Personnel Report Generator System (CULPRPT)





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## Latest Update Information

The following change has been made to the Payroll/Personnel Report Generator System (CULPRPT) procedure:

Section	Description of Change
<b>CULPRPT Procedure Manual</b>	This procedure has been reviewed as part of the annual review process and no changes are required.





## System Overview

The Payroll/Personnel Report Generator System (CULPRPT) procedures provides instructions for accessing and operating CULPRPT. CULPRPT is a computerized batch processing system which utilizes information contained in the National Finance Center (NFC) Payroll/Personnel System (PPS) database to generate preformatted reports on an "as-needed" basis. Agencies can retrieve specific data for their employees in predefined report formats. The CULPRPT reports currently available to all Agencies are categorized as follows:

Payroll/Personnel Reports. Used to select Payroll/Personnel reports.

Error Suspense Reports. Used to select error suspense reports.

Each of the CULPRPT report categories has a selection menu. The selection menu provides a list of all reports (by report number and title) that are available within that category. The selection menus can be accessed following the Sign-On instructions provided in this procedure. A report description may be requested and viewed. ***CULPRPT Reports Listed by Subject Matter*** (on page 23) provides a listing of reports by subject matter.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A brief description and example of each significant characteristic follows.

---

Note: All illustrations have been altered to change employee names and remove Social Security numbers (SSN) in accordance with the Privacy Act Statement.

---

- Brief Description. Gives an explanation and purpose of the report. Example: Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.
- Sequence of Data. Identifies the order by which data on the report is arranged. Example: Personnel office identifier (POI), service computation date (SCD).
- Report Updated. Identifies when the information on the report is updated. Example: After Personnel Input and Edit Subsystem (PINE) is executed.

---

Note: Reports containing sensitive data, e.g., employee name, SSN, etc., are restricted. Reports containing race and national origin data require additional security access. To obtain access to these reports, contact the Agency Security Officer (ASO).

---

This section includes the following topics:

<b>System Interface .....</b>	<b>4</b>
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## System Interface

CULPRPT interfaces with the Bi-weekly Examination Analysis and Reporting System (BEAR). BEAR is an end-of-pay-period report system sweep and a beginning-of-pay-period set up in preparation for the upcoming processing pay period. It generates various types of end-of-pay-period output and updates CULPRPT reports.

## Other Reporting

### FOCUS Reporting System

FOCUS. Used to access ad hoc reporting. See the FOCUS procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the Focus manual located under the Reporting publication category.

### Reduction-in-Force System

Reduction-in-Force System (RIF). Used to create batch reports for an Agency planning a RIF. These reports group employees in the same competitive areas, employing offices, etc., using service time to determine seniority within the Agency. See the RIF procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the RIF manual located under the Human Resources and Payroll Processing publication category.

### Remote Forms Queuing System

Remote Forms Queuing System (RFQS). Allows users to view and/or print, at remote site destinations, certain payroll and personnel output forms and reports generated by NFC. See the RFQS procedure which is available online at the NFC Web site. To view and/or print this





procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the RFQS manual located under the Reporting publication category.

### **Payroll/Personnel Output**

Payroll/Personnel Output (PPO). Generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. See the PPO procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the PPO manual located under the Reporting publication category.

### **Table Management System**

Table Management System (TMGT). Used to request recurring automatic generation and remote printing of Error Suspense Reports through Table TM022, Payroll/Personnel Document Reports. TM022 will automatically alert CULPRPT to execute the reports after each PINE pass is executed. See the TMGT procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the TMGT manual located under the Research and Inquiry publication category.

## **Requesting a New Report**

To request development of a new report or modification of an existing report, obtain approval through appropriate Agency personnel. Upon approval, Agency personnel submits a software change request to modify or create a report to:

USDA, National Finance Center  
Government Employees Services Division  
P. O. Box 60000  
New Orleans, LA 70160

## **System Access**

To access CULPRPT you must:

1. Have authorized security clearance.
2. Use a personal computer (PC) that is connected to the mainframe computer located at NFC.

Agencies must request access to this system through their ASO.



This section also provides sign-on/signoff instructions.

## System Design

CULPRPT is designed with menu and key field selections. The menu lists three selections that are report categories and a selection to exit. Each selection provides a secondary menu that lists all reports in that category. Each report has a Selection Criteria screen that provides key fields used to submit a specific report for output.

## Function Keys

The program function keys are used to execute functions and display specific screens in the system. They are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special program), depending on the equipment being used. Other function keys are **Enter**, **Clear**, and **Tab**. For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The functions of applicable PF keys and other function keys in CULPRPT are displayed to the right of each screen. Several of these keys have multiple functions.

All CULPRPT function keys are described below:



## Report Access Authority

To submit a report for output, a user must have authority for that particular report at the level requested.

If a user requests a report at an unauthorized level, one of the following messages is displayed:

- *Not Authorized Access - No Subschema*
- *Not Authorized Access - Invalid Subschema*
- *Not Authorized Access - Sensitive Data Subschema*
- *Not Authorized Access - Invalid Security Level*

Contact your ASO to obtain the appropriate access.

## Help Screens

Help screens are available for the key fields and data elements displayed on the CULPRPT screens. Help screens display a list of valid codes and/or narrative description of each field. To display a Help screen, press **PF 5** at any screen. See example.

```
***** REPORT SELECTION MENU HELP SCREEN *****
                                                    PF1 = PREV
                                                    PF5 = HELP

THERE IS ONE DESIGNATED AREA IN WHICH TO ENTER THE REPORT NUMBER.
THE OTHER CONTROL FUNCTIONS ARE ACCOMPLISHED BY THE PF KEYS.

REPORT ID# _____

PF1 - RETURN TO MAIN/PREVIOUS MENU
PF5 - DISPLAY HELP SCREENS
PF6 - ISPF J.1 UTILITY
PF7 - LIST THE PRIOR MENU PAGE
PF8 - LIST THE NEXT MENU PAGE
PF9 - USE VTAM PRINT SPOOLER UTILITY
RPT# PF10 - DESCRIPTION OF THE SPECIFIED REPORT
PF12 - EXIT THE CULPRPT SYSTEM
RPT# ENTR - SUBMIT THE SPECIFIED REPORT

*****
```

**Figure 1: Help Screen**

Press **PF 1** to return to the previous screen.



## Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

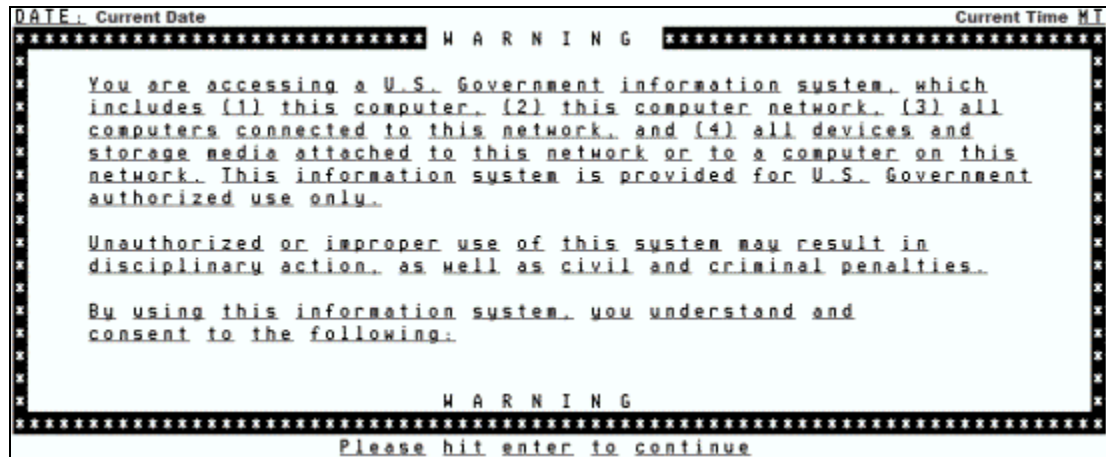


Figure 2: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.



Figure 3: NFC Banner Screen

3. Complete the fields as described below.

Enter User ID

Password

New Password?



Enter Application Name

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.

**OR**

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More: +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID      Description                          Type      Status
  -----
- IDMS05          IDMS05                             Multi
- PINQ05          IDMS05                             Multi
- ABCQINQ         IDMS03                             Multi
- ABCQ            IDMS03                             Multi
- $DB2            TSDB $DB2          TSDB      PRQC($DB2  Multi
- $ORACLE         TSOA                             Multi
- $ORACLEA        TSOA                             Multi
- $SPFA           TSOA $SPFA          TSOA      PRQC($SPF  Multi
- $SPFAV2         TSOA $SPFAV2        TSOA      PRQC($SPF  Multi
- $SPFB           TSDB $SPFB          TSDB      PRQC($SPF  Multi
- $SPFBV2         TSDB $SPFBV2        TSDB      PRQC($SPF  Multi
- $SPFC           TSOC $SPFC          TSOC      PRQC($SPF  Multi

TSS7030I Password Changed
Command ==>
Enter F1=Help  F3=Exit  F5=Refresh  F8=Fud  F9=Retrieve  F10=Action
                                     SYSB/T30N6447

```

Figure 4: CL/SUPERSESSION Main Menu Screen



Actions Options Commands Features Help				
-----				
KLSVSEL1	CL/SUPERSESSION Main Menu			More: +
Select sessions with the ENTER key or use a "/"				
to display an action code.				
Session ID	Description	Type	Status	
-----				
- IDMS05	IDMS05	Multi		
- PINQ05	IDMS05	Multi		
- ABCDINQ	IDMS03	Multi		
- ABCD	IDMS03	Multi		
- \$DB2	TSDB \$DB2	TSDB	PROC(\$DB2	Multi
- \$ORACLE	TSOA		Multi	
- \$ORACLEA	TSOA		Multi	
- \$SPFA	TSOA \$SPFA	TSOA	PROC(\$SPF	Multi
- \$SPFAV2	TSOA \$SPFAV2	TSOA	PROC(\$SPF	Multi
- \$SPFB	TSDB \$SPFB	TSDB	PROC(\$SPF	Multi
- \$SPFBV2	TSDB \$SPFBV2	TSDB	PROC(\$SPF	Multi
- \$SPFC	TSQC \$SPFC	TSQC	PROC(\$SPF	Multi
-----				
Command ==> s THGT				SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action				

Figure 5: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

## Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

Session ID      Description                                     Type      Status
-----
- IDMS05        IDMS05                                       Multi      Current
- PINQ05        IDMS05                                       Multi      Active
 ulti
 ulti
 ulti
 ulti
 ulti
 ulti
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Figure 6: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3**. The Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.



OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

## Change Your Password

To Change Your Password:

1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==                      NN      NN      FFFFFFFF      CCCCCCCC ==
==                      NNN     NN      FFFFFFFF      CCCCCCCC ==
==                      NNNN    NN      FF             CCC       ==
==                      NN NN NN  FFFFFFFF      CCC       ==
==                      NN NNNN    FFFFFFFF      CCC       ==
==                      NN      NN      FF             CCCCCCCC ==
==                      NN      NN      FF             CCCCCCCC ==
=====
==                      National Finance Center                      ==
==                      Office of the Chief Financial Officer          ==
==                      United States Department of Agriculture        ==
=====
==                      For Authorized Use Only                      ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                      (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
=====
```

Figure 7: NFC Banner Screen (with New Password? prompt set to Y)

2. Press the **Enter** key. The Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 8: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.



---

Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.

---



**Figure 9: Password Changed Verification Screen**





## CULPRPT Menu

After accessing CULPRPT, the Report Generator System Primary Selection Menu is displayed below.

```
*****
-- REPORT GENERATOR SYSTEM PRIMARY SELECTION MENU (p) --
*****
                                     PF5 = HELP
                                     PF6 = J.1
                                     PF9 = VPS
                                     PF12= EXIT
- (1) PAYROLL/PERSONNEL REPORTS
- (2) PACT/PRES REPORTS
- (3) ERROR SUMPENSE REPORTS
- (R) RETURN TO TSO ENVIRONMENT

Position cursor by selection or
enter selection/report number, then press <ENTER> _____
*****
```

**Figure 10: Report Generator System Primary Selection Menu Screen**

---

Note: The Personnel Action Processing System (PACT) and Payroll/Personnel Remote Entry System (PRES) are retired systems and used as a reference only.

---

The menu provides three submenus for selecting reports for output.

Below is a brief description of each submenu:

1. Payroll/Personnel Reports. Used to select Payroll/Personnel reports which are produced from information stored in the Payroll/Personnel System database. This information includes current employee data relating to pay, employment, leave, Organization (ORG) structure, position, etc. Report numbers begin with **P**.
2. PACT/PRES Reports. Retired systems.
3. Error Suspense Reports. Used to select error suspense reports which list documents that are in the Suspense Inquiry and Correction System (SINQ) because they failed the PINE edits. PINE edits and audits entries on the Payroll/Personnel database. Report numbers begin with **U**.

---

Note: Error suspense report numbers that begin with U67 exhibit information gathered from personnel and position data entered into a front-end systems interface. See the Front-End System Interface (FESI) procedure manual located under the Human Resources and Payroll Processing publication category on the Publications page of the NFC Web site.

Error suspense report numbers that begin with U68 exhibit information gathered from personnel and payroll data entered in Employee Express.

---

To select a report, use one of the following methods:



- If you do not know the number of the report you need, type the submenu selection number at the Enter Selection/Report Number prompt (on the Report Generator System Primary Selection Menu) or **Tab** to the selection number and press **Enter**. The selection reports submenu is displayed below.

```
***** PAYROLL/PERSONNEL REPORTS *****
REPORT ID# _____

- ID#- -TITLE-
P0001 EMPLS ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)
P0002 EMPLS ELIGIBLE TO RETIRE WITHIN 1 YEAR (CSRS ONLY)
P0003 EMPLS ELIGIBLE TO RETIRE WITHIN 2 YEARS (CSRS ONLY)
P0004 EMPLS ELIGIBLE TO RETIRE WITHIN 3 YEARS (CSRS ONLY)
P0005 EMPLS ELIGIBLE TO RETIRE WITHIN 4 YEARS (CSRS ONLY)
P0006 EMPLS ELIGIBLE TO RETIRE WITHIN 5 YEARS (CSRS ONLY)
P0007 ROSTER OF EMPLOYEES (HIGH SPEED PRINTER OUTPUT)
P0008 STAT - AGE AND LENGTH OF SERVICE SURVEY
P0009 LENGTH OF SERVICE
P0010 EMPLOYEES BY OCCUPATION AND LOCATION
P0011 FULL TIME EMPLOYEES ON THE ROLL
P0012 ROSTER OF EMPLOYEES (80 COLUMN OUTPUT)
P0013 ACTIVE FULL-TIME EMPLS - T+A NOT RECEIVED BY NFC

PF1 = MAIN
PF5 = HELP
PF6 = J.1
PF7 = BACK
PF8 = FORW
PF9 = VPS
PF10= DESC
PF12= EXIT
ENTR= PROCES

***** SCREEN 1 OF 13 *****
```

Figure 11: Reports Submenu

To view a report description, type the report number at the Report ID# prompt on any one of the selected submenu screens and press **PF10**. The Description for Report screen is displayed below.

```
***** DESCRIPTION FOR REPORT P0001 *****
PF1 = PREV

P0001: EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)

LISTING OF THE PAY PLAN, SERIES, GRADE, NAME, TITLE, SOCIAL SECURITY
NUMBER, BIRTH DATE, SCD FOR RETIREMENT, CURRENT AGE, LENGTH OF SERV,
ORGANIZATIONAL CODES AND DUTY STATION CODES BY AGENCY, BY SUBMITTING
OFFICE, BY SERIES, AND GRADE OF CSRS EMPLOYEES WHO ARE ELIGIBLE TO
RETIRE CURRENTLY.

*****
```

Figure 12: Description for Report Screen

Press **PF1** to return to the previous screen.

- If you know the number of the report you need, type the report number and press **Enter**. The applicable Selection Criteria screen is displayed.

Follow the instructions for completing the Selection Criteria screen.



## Selecting Reports

Report options in CULPRPT are used to specify the output criteria for selected reports. Use the instructions below for all report selections.

To select a report option, type the applicable report number at the Selection/Report Number prompt or at the Report ID# prompt on the applicable Report Submenu. Press **Enter**. The Selection Criteria screen for the report selected is displayed below.

```

***** SELECTION CRITERIA FOR P0001 *****
*FILL IN YOUR JCL REQUIREMENTS. DEFAULTS ARE DISPLAYED*
USER NAME TO BE ON JCL      123ABCWILLIAMS_
REMOTE DESTINATION          U1
LAST CHARACTER OF JOB NAME   C
SYSTEM OUTPUT CLASS         A
NUMBER OF COPIES NEEDED     1
SUBMIT JOB AFTER BEAR RUNS   N

PF1 = PREV
PF5 = HELP
PF12= EXIT

*FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO SUBMIT REPORT*
*****

```

Figure 13: Selection Criteria Screen

The following prompts appear on the Selection Criteria screens of all CULPRPT reports.

Respond to the prompts as follows:

Field Prompt	Response to Prompt
<b>User Name To Be on JCL</b>	Enter the user's name or other information to identify the report destination. The job control language (JCL) provides information that the operating system needs to execute a job.
<b>Remote Destination</b>	Enter the printer number where the report is to be printed.
<b>Last Character of Job Name</b>	<p>Enter <b>A</b>, <b>B</b>, or <b>C</b> to identify this report from other reports being requested. This character become the sixth character of the job name (i.e., NFC03A). If no entry is made, the system defaults to <b>C</b>.</p> <p>It is recommended that a unique sixth digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to <b>C</b>, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given the job name characters <b>A</b> and <b>B</b>, they could execute simultaneously.</p>



Field Prompt	Response to Prompt
<b>System Output Class</b>	Enter <b>A</b> to direct output to a designated printer and to generate a hard copy computer printout of the report, or <b>X</b> to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report to printing, see the Interactive System Productivity Facility (ISPF) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site. If no entry is made, the system defaults to <b>A</b> .
<b>Number of Copies Needed</b>	Enter the number of reports needed (1-5). If no entry is made, the system defaults to <b>1</b> .
<b>Submit Job After BEAR Runs</b>	Enter <b>Y</b> to place the report on hold until the processing of BEAR is complete. If no entry is made, the system defaults to <b>N</b> .

All or a combination of the following fields may be displayed on the selection criteria screen depending on the particular report selected.

Field Prompt	Response to Prompt
<b>Begin Pay Period Year/Number</b>	Enter the year and pay period to begin data coverage.
<b>End Pay Period Year/Number</b>	Enter the year and pay period to end data coverage.
<b>Month</b>	Enter the month.
<b>Month __ Day__</b>	Enter the month and day.
<b>Occupational Series</b>	Enter the occupational series code.

Note: If no entry is made to the following fields, the system defaults to the user's maximum security access:

Department Code  
Organization Agcy  
Organization Lev2  
Organization Lev3  
Organization Lev4  
Submitting Office Number  
Occupational Series



Field Prompt	Response to Prompts
<b>Organization Agency</b>	Enter the Agency code.
<b>Organization Lev2</b>	Enter the 2nd level of the ORG structure.
<b>Organization Lev3</b>	Enter the 3rd level of the ORG structure.
<b>Organization Lev4</b>	Enter the 4th level of the ORG structure.
<b>Pay Period</b>	Enter the pay period.
<b>Pay Rate Determinant</b>	Enter the pay rate determinant code.
<b>Quarter Year</b>	Enter the year of the quarter.
<b>Quarter Number</b>	Enter the quarter.
<b>Region Code (01-10) or Blank</b>	<p>Enter the region code. To request a report by region, key in the Department code, servicing Agency code, and region code. Press <b>Enter</b>. The message <i>Submitting Reports for Entire Region</i> is displayed.</p> <p>After the request is accepted, the reports submenu is displayed. When the user requests a report by region, a specific report is generated for each POI for which the user has access authority within the region. Users can only request reports for those regions and POIs for which they have access authority.</p>
<b>Servicing Agency</b>	Enter the code of the Agency that services your office.
<b>Submitting Office Number</b>	Enter the POI.
<b>Year</b>	Enter the year you wish the report to cover.
<b>Year__ Month__</b>	Enter the year and month you wish the report to cover.



---

Note: When selecting an Error Suspense report, after keying in the report number, press **Enter**. The PINE Status screen below is displayed.

---

```
***** PINE STATUS *****

      PINE PASS 11 FOR PAY PERIOD 14
      HAS COMPLETED PROCESSING.

      -----

      THIS PASS WAS COMPLETED
      AT 14:32 (CST) ON 07/25/XXXX.

      THIS IS THE LAST PASS FOR PAY PERIOD 14.

*****
*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 14: PINE Status Screen**

This screen advises the user of the status of the current pass of the PINE and the pay period for which the processing has been completed. No entry is required. Press **Enter**. The Selection Criteria is displayed.

---

Note: When selecting any of the following reports, the T & A Status screen is displayed.  
P0013 Active Full/Part-Time Employees - T&A's Not Received by the NFC  
P0099 Error Analysis for T&A Processing  
P0152 Leave Error Report

---

```
***** T & A STATUS *****

      THE P0013 REPORT WAS LAST UPDATED
      ON 07/25/XXXX AT 15:30:48

      A NEW REPORT SHOULD BE REQUESTED (ONLY)
      IF YOUR CURRENT REPORT IS OUTDATED.

*****
*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 15: T & A Status Screen**

This screen advises the user that the report was last updated on a specific date and time, and that a new report should be requested only if the current report is outdated.

---

Note: When a user with more than one security access path code requests a Payroll/Personnel report for output, the Path Code Select screen is displayed.

Valid codes are:

- Path 1 = Security access by ORG structure
- Path 2 = Security access by POI



When a user has only one security access path code, the Path Code Select screen will not appear. The system defaults to the user's assigned security access path code.

Direct questions about security access path codes to your Agency security officer.

```
*****  
REPORT GENERATOR SYSTEM                                PATH CODE SELECT  
*****  
  
PLEASE ENTER A SECURITY ACCESS PATH CODE (1 OR 2)  
  
*****
```

**Figure 16: Path Code Select Screen**

After completing the applicable fields, press **Enter**. The specific report is submitted for output, and the reports submenu screen is displayed. To request another report, key in the report number at the Report# prompt and press **Enter**. The Selection Criteria screen is displayed showing the data that was keyed in for the last request. To return to the RGS Primary Selection Menu screen, press **PF1**.







## Viewing the Print Status of Reports

To view the status of a job, use one of the following methods:

- Press **PF6** at any menu or submenu screen. The Job List screen is displayed.

-- (1)==> -	Job List	NFC03	Q=ALL	C=ALL	O=ALL	D=ALL	-----	ROW 1 OF 9
SEL	JOBNAME	JOBID	MC	----	QUEUE----	RECORDS	MAXRC	ADDITIONAL INFO DEST STEP
...	NFC03	T20925	Z		EXEC	SYSB	548	MULTTEST 0:01.45 US05PROC
...	NFC03A	J19894	X		EXEC	X (399)	10	27JUL98 12:30 U1
...	NFC03B	J19941	X		EXEC	X (403)	16	27JUL98 12:32 U1
...	NFC03B	J19974	X		EXEC	X (406)	16	27JUL98 12:33 U1
***** BOTTOM OF DATA *****								
COMMAND ==>								
F1=HELP	F2=SPLIT	F3=END	F4=RETURN	F5=RFIND	F6=RCHANGE	SCROLL ==> PAGE		
F7=UP	F8=DOWN	F9=SWAP	F10=LEFT	F11=RIGHT	F12=RETRIEVE			

Figure 17: Job List Screen

The Job List screen is a function of the ISPF J.1 utility. The ISPF utility is used to view the status of each job to determine if it is awaiting execution, executing, or awaiting output. This utility also enables users to view the report at their PCs prior to printing of an **X** which is entered at the System Output Class prompt on the Selection Criteria screen. For detailed information about the ISPF utility, see the ISPF procedure. To return to the menu or submenu screen, key in **=X** at the command prompt, and press **Enter**.

- After exiting CULPRPT (see Signoff instructions), key in **st** or **status** at the Ready prompt. A message is displayed indicating the status of the job. Whenever a job has completed execution, a message flashes on the PC to inform the user of the status of the job. If the user is not logged on to CULPRPT at the time the job execution is completed, the message is displayed the next time the user logs on or exits any Time Sharing Option (TSO) application.

All messages are described below:

Message	Description
<b>Job NFC03C(JOB12345) Executing</b>	Displayed when the job is being executed.
<b>Job NFC03C(JOB12345) Waiting for Execution</b>	Displayed when the job is waiting to be executed.
<b>Job NFC03C(JOB12345)</b>	Displayed when the job is waiting to be retrieved at a PC or waiting to be printed at an online or remote printer.
<b>No Jobs Found Ready</b>	Displayed when the job has executed and is no longer in the queue.



Users with 3270 printers can monitor and control the printing of CULPRPT reports through the VTAM Printr Support System (VPS) Monitor and Control Facility (VMCF). Press **PF9** at any menu or submenu screen. The VMCF Primary Option Menu is displayed.

```
----- VMCF PRIMARY OPTION MENU -----  
OPTION  ===>  
  
PRINTER  ===>  
1 - Enter VPS printer command  
2 - Display VPS printer list  
  
S - Display VPS printer summary  
T - VMCF Tutorial  
  
X - Terminate VMCF  
  
Enter END command to terminate VMCF.  
  
USERID - NFC03  
TERMINAL - MULTTEST  
VPS NAME - VPS62  
PROFILE - NFC03
```

**Figure 18: VMCF Primary Option Menu**

For detailed information about VPS, see the ISPF procedure. To return to the menu or submenu screen, key in **End** at the Option prompt and press **Enter**.

Users with other types of printers should follow their normal procedures to retrieve and print reports.



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## Employees Eligible to Retire Currently

<b>Report Number</b>	<b>CULP0001</b>
<b>Brief Description:</b>	Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report CULP0153.
<b>Sequence of Data:</b>	Personnel office identifier (POI) and Service Computation Date (SCD).
<b>Report Updated:</b>	After Personnel Input and Edit System (PINE) is executed.

REPORT ID: CULP0001	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY AS OF XX/XX/XX										PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC												
2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC												
PP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE LEVELS 2 THRU 8	DUTY STA		
GS-0343-15	Doe	John	XXX-XX-XXXX	02/20/55	12/22/75	5317	58	37	00-00-0000-00000000	11-0010-001		
		PROG ANAL										
TOTAL EMPLOYEES FOR LEVEL 2			1									

Figure 19: Employees Eligible to Retire Currently





## Employees Eligible to Retire Currently or Within 1 Year

<b>Report Number</b>	<b>CULP0002</b>
<b>Brief Description:</b>	Provides a list of CSRS employees eligible to retire within 1 year. For FERS employees, see Report CULP0154.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0002	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 1 YEAR												PAGE	1
AS OF XX/XX/XX														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
AGENCY 90 - DM, OPC OF THE CHIEF FIN OFFC														
2ND LEV 00 - DM, OPC OF THE CHIEF FIN OFFC														
PP- SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE LEVELS 2 THRU 8	DUTY STA					
GS-0343-15	Doe FROG ANAL	John	XXX-XX-XXXX	02/20/55	12/22/75	5317	58	37	00-00-0000-00000000	11-0010-001				
TOTAL EMPLOYEES FOR LEVEL 2		1												

Figure 20: Employees Eligible to Retire Currently or Within 1 Year







## Employees Eligible to Retire Currently or Within 2 Years

<b>Report Number</b>	<b>CULP0003</b>
<b>Brief Description:</b>	Provides a list of CSRS employees eligible to retire immediately or within 2 years. For FERS employees, see Report CULP0155.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0003	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS										PAGE	1
AS OF XX-XX-XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC												
2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC												
FP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE	LEVELS 2 THRU 8	DUTY STA	
GS-0343-15	Doe	John	XXX-XX-XXXX	02/20/55	12/22/75	5317	58	37	00-00-0000-00000000	11-0010-001		
		PROG ANAL										
TOTAL EMPLOYEES FOR LEVEL 2			1									

Figure 21: Employees Eligible to Retire Currently or Within 2 Years





## Employees Eligible to Retire Currently or Within 3 Years

<b>Report Number</b>	<b>CULP0004</b>
<b>Brief Description:</b>	Provides a list of CSRS employees eligible to retire immediately or within 3 years. For FERS employees, see Report CULP0156.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report of Updated:</b>	After PINE is executed.

REPORT ID: CULP0004	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS										PAGE	1
AS OF *****												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC												
2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC												
PP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE	LEVELS 2 THRU 8	DUTY STA	
GS-0343-15	Do	Jane	A XXX-XX-XXXX	02/20/55	12/22/75	5317	58	37	00-00-0000-00000000	11-0010-001		
		PROG ANAL										
TOTAL EMPLOYEES FOR LEVEL 2			1									

**Figure 22: Employees Eligible to Retire Currently or Within 3 Years**





## Employees Eligible to Retire Currently or Within 4 Years

<b>Report Number</b>	<b>CULP0005</b>
<b>Brief Description:</b>	Provides a list of CSRS employees eligible to retire immediately or within 4 years. For FERS employees, see Report CULP0157.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0005	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 4 YEARS										PAGE	1
AS OF XX/XX/XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 90 - DM. OFC OF THE CHIEF FIN OFFC												
2ND LEV 00 - DM. OFC OF THE CHIEF FIN OFFC												
FP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-NET	OPP	CURRENT AGE	LOS	ORG-STRUCTURE LEVELS 2 THRU 6	DUTY STA		
GS-0343-15	Joe PROJ ANNU	John	xxx-xx-xxxx	02/26/55	12/22/75	5317	56	37	00-00-0000-00000000	33-0010-001		
TOTAL EMPLOYEES FOR LEVEL 2			1									

Figure 23: Employees Eligible to Retire Currently or Within 4 Years





## Employees Eligible to Retire Currently or Within 5 Years

<b>Report Number</b>	<b>CULP0006</b>
<b>Brief Description:</b>	Provides a list of CSRS employees eligible to retire within 5 years. For FERS employees, see Report CULP0158.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0006	EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 5 YEARS										PAGE	1
AS OF XX/XX/XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC												
2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC												
PP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE	LEVELS 2 THRU 8	DUTY STA	
GS-0343-15	Doe	John	XXX-XX-XXXX	02/20/55	12/22/75	5317	58	37	00-00-0000-00000000	11-0010-001		
		PROG ANAL										
TOTAL EMPLOYEES FOR LEVEL 2			1									

Figure 24: Employees Eligible to Retire Currently or Within 5 Years







## Roster of Employees

<b>Report Number</b>	<b>CULP0007</b>
<b>Brief of Description:</b>	Provides a two-column alphabetical list of employees with pertinent personnel information. For an 80-character, 1-column list, see Report CULP0012.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0007	ROSTER OF EMPLOYEES	AS OF XX/XX/XX	PAGE	1
DEPT- AG	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
90-OCFO AGCY- 90	IM, OFC OF THE CHIEF FIN OFFC			
LINE 1- EMPLOYEE NAME, SOCIAL SECURITY NUMBER				
LINE 2- PAY PLAN, OCCUPATIONAL SERIES, OFFICIAL TITLE, SUBMITTING OFFICE				
LINE 3- GRADE/STEP, BASE SALARY, TYPE ASPT & EMPL, STATUS, TENURE, VETS PREFERENCE, MR NO.				
LINE 4- ORGANIZATIONAL STRUCTURE LEVELS 2 THRU 5, DUTY STATION, IF NO.				
LINE 5- BIRTH DATE, RETIREMENT SCD, LAST ENTERED PRESENT GRADE, SCD FOR WGI, SCD FOR RIP				
NOTE- * TO LEFT OF PAY PLAN DENOTES ACCESSION < TO LEFT OF GRADE DENOTES SEPARATION				
Doe Ann	XXX-XX-XXXX	5317	Doe Curt	XXX-XX-XXXX
GS-2210 ITSPEC (SYSANALYSIS)	TG1 NONE	S07019	GS-0503 FINANCL MGMT ASST	5317
13/04 90,005.00PA C F/T ACT	70-20-0100-50 NEW ORLEANS LA	90423919	07/10 50,431.00PA C F/T ACT	TG1 NONE S05039
11/25/56 07/05/89 12/18/11 12/16/12 11/24/87			08/12/44 09/12/80 06/22/97 00/00/00 09/12/80	0000570
Doe Benjamin	XXX-XX-XXXX	5317	Doe Francine	XXX-XX-XXXX
GS-0510 STAFF ACCTNT	TG2 NONE	F03164	GS-2210 ITSPEC (SYSANALYSIS)	5317
13/01 89,033.00PA CC F/T ACT	10-10-0000-00 WASHINGTON DC	90602818	12/01 68,809.00PA CC F/T ACT	TG2 NONE S05052
09/07/78 01/02/11 02/24/13 02/24/13 01/02/11			70-20-0100-50 NEW ORLEANS LA	90475401
			05/30/74 07/01/12 07/01/12 07/01/12 07/01/12	

Figure 25: Roster of Employees





## Age & Length of Service Survey

<b>Report Name:</b>	<b>CULP0008</b>
<b>Brief Description:</b>	Provides the number of permanent full-time employees within a specific age bracket and length of service.
<b>Sequence of Data:</b>	Pay plan, series, and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0008		AGE & LENGTH OF SERVICE SURVEY PFT EMPLOYEES AS OF **/**/**														PAGE 1			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
PF-SER-GR	AGE	LESS THAN										LESS THAN							
		5 YRS	5 TO 10	11 TO 14	15 TO 19	20 TO 24	25 TO 29	30 + OVER	TOTAL ALL LOS	AGE	5 YRS	5 TO 10	11 TO 14	15 TO 19	20 TO 24	25 TO 29	30 + OVER	TOTAL ALL LOS	
ES-0340-00	UNDER 25									55-59	1						1	2	
	25-30									60-65		2						1	
	31-40									+ 65								1	
	41-49					1	1	2	ALL	1	2			1	1	1	5		
	50-54																		
ES-0505-00	UNDER 25									55-59									
	25-30									60-65									
	31-40									+ 65									
	41-49					1		1	ALL					1			1		
	50-54																		
ES-0510-00	UNDER 25									55-59									
	25-30									60-65		1						1	
	31-40									+ 65								1	
	41-49								ALL			2						2	
	50-54																		
ES-2210-00	UNDER 25									55-59									
	25-30									60-65		1						1	
	31-40									+ 65									
	41-49								ALL			1						1	
	50-54																		
TOTAL - PAY PLAN ES																			
AVER AGE		55.3																	
AVER LOS		16.3																	
GS-0080-09	UNDER 25									55-59									
	25-30									60-65									
	31-40									+ 65									
	41-49						1		1	ALL					1			1	
	50-54																		
GS-0080-12	UNDER 25									55-59									
	25-30									60-65		1						1	
	31-40									+ 65									
	41-49								ALL			2						2	
	50-54		1						1										
GS-0086-05	UNDER 25									55-59									
	25-30									60-65									
	31-40		1						2	+ 65									

Figure 26: Age & Length of Service Survey PFT Employees





## Report of Length of Service

<b>Report Name</b>	CULP0009
<b>Brief Description:</b>	Provides an alphabetical list of employees who will have 5, 10, 20, 35, or 40 years of service as of the month and year selected.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0009		AS OF XX/XXXX		REPORT OF LENGTH OF SERVICE		AND PROJECTED THRU LAST DAY OF		MONTH		20XX		PAGE		1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **															
ORG STRUCTURE AGENCY = 90		EMPLOYING OFFICE = 5317		DM, OFC OF THE CHIEF FIN OFFC		SCD-LV		ORGANIZATIONAL		DUTY		LENGTH OF SERVICE		40 YEARS	
LAST NAME		FIRST NAME		STRUCTURE		**STATION**		YR		MM		***SSN***			
DOE		JANE		01 14 73		40 30 0030 00		1690 071 22		40 03		XXX-XX-XXXX			
DOE		JOHN		07 16 72		70 20 0400 20		1690 071 22		40 09		XXX-XX-XXXX			
TOTAL EMPLOYEES WITH 40 YEARS OF SERVICE - :															

Figure 27: Report of Length of Service and Projected Thru Last Day of Month, 20XX





## Employees by Occupation and Location

<b>Report Number</b>	<b>CULP0010</b>
<b>Brief Description:</b>	Provides the total number of permanent full-time and other employees by grade within the Washington, D.C., Standard Metropolitan Statistical Area (SMSA), field areas, and all locations.
<b>Sequence of Data:</b>	Series, pay plan, and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0010	EMPLOYEES BY OCCUPATION AND LOCATION						PAGE 1		
	AS OF XX/XX/XX								
	AGENCY 90								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
SERIES	D.C. SMSA			FIELD		ALL LOCATIONS			
PP + GRADE	PFT	OTHER	TOTAL	PFT	OTHER	TOTAL	PFT	OTHER	TOTAL
0080 PERS SECUR SPECLST									
PAY PLAN GS									
GS 9				1		1	1		1
GS 12				2		2	2		2
GS TOTAL				3		3	3		3
SERIES 0080 TOTAL				3		3	3		3
0086 SECUR ASST									
PAY PLAN GS									
GS 5				2		2	2		2
GS TOTAL				2		2	2		2
SERIES 0086 TOTAL				2		2	2		2
0201 HUMAN RESOURCES SPECLST (INFO SYS)									
PAY PLAN GS									
GS 9				2		2	2		2
GS 11				7		7	7		7
GS 12				9		9	9		9
GS 13				3		3	3		3
GS 14				2		2	2		2
GS 15				1		1	1		1
GS TOTAL				24		24	24		24
SERIES 0201 TOTAL				24		24	24		24
0203 HUMAN RESOURCES ASST									
PAY PLAN GS									
GS 5				1		1	1		1
GS 6				1		1	1		1
GS 7				3		3	3		3
GS TOTAL				5		5	5		5
SERIES 0203 TOTAL				5		5	5		5
0260 EQ EMPLMT SPECLST									
PAY PLAN GS									
GS 7				1		1	1		1

Figure 28: Employees by Occupation and Location







## Full-Time Employees on the Rolls

<b>Report Number</b>	<b>CULP0011</b>
<b>Brief Description:</b>	Provides a list of the number of full-time employees on the rolls in a particular city and State.
<b>Sequence of Data:</b>	State and city.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0011    FULL TIME EMPLOYEES ON THE ROLLS    PAGE    1				
AS OF XX-XX-XX				
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
AGENCY CODE		90		
STATE+ CITY	GS	WAGE SYSTEM	OTHER PAY PLAN	TOTAL
STATE CO				
LAKEWOOD	10			10
TOTAL	10			10
STATE DC				
WASHINGTON	121		4	125
TOTAL	121		4	125
STATE LA				
NEW ORLEANS	1,159	4	5	1,168
TOTAL	1,159	4	5	1,168
AGENCY TOTAL	1,290	4	9	1,303

Figure 29: Full Time Employees on the Rolls





## Roster of Employees

<b>Report Number</b>	<b>CULP0012</b>
<b>Brief Description:</b>	Provides an 80-character, 1-column alphabetical list of employees with pertinent personnel information. For a two-column list, see Report CULP0007.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0012	ROSTER OF EMPLOYEES	PAGE 1
	AS OF XX\XX\XX	
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
90-	DEPT- AG	
	AGCY- 90	
	Doe, John	XXX-XX-XXXX
	GS-0525 ACCTG TECHNCN	5317
	07/02 40,084.00PA C F/T ACT	TG1 NONE S12178
	10-30-0020-10 NEW ORLEANS LA	90584770
	05/14/76 03/28/10 07/15/12 07/15/12 03/28/10	
	Doe, Jane	XXX-XX-XXXX
	GS-2210 ITSPEC (APPSW)	5317
	13/02 84,550.00PA C F/T ACT	TG1 NONE S05056
	70-20-0500-40 NEW ORLEANS LA	00008736
	09/20/52 03/19/96 08/28/11 08/26/12 03/19/96	
	ROSTER TOTALS :	
		2 TOTAL EMPLOYEES
		1 ACCESSIONS
		1 SEPARATIONS

Figure 30: Roster of Employees





## Active Full/Part-Time Employees - T&A's Not Received by the NFC

<b>Report Number</b>	<b>CULP0013</b>
<b>Brief Description:</b>	Provides a list of active full/part-time employees whose Time and Attendance (T&A) reports were not received by the National Finance Center (NFC) for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.
<b>Sequence of Data:</b>	T&A contact point and Social Security number (SSN).
<b>Report Updated:</b>	After Time and Attendance Validation System (TIME) is executed.

CULP0013	ACTIVE FULL/PART-TIME EMPLOYEES - T+A'S NOT RECEIVED BY THE NFC								PAGE	1
	T + A CONTACT POINT SEQUENCE									
	AS OF XX\XX\XX 18:50:49									
	FOR PAY PERIOD 07									
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
CONTACT POINT	SOC-SEC-NO.	LAST NAME	FIRST NAME	M	POI	LAST PAID	PP	GR/ST	TRANS STATUS	PHONE #
-----	-----	-----	-----	-	-	-----	-	-----	-----	-----
90-11-0010-01-03	xxx-xx-xxxx	Doe	John	D	5317	03/24/13	GS	13/03		202-xxx-1578
90-11-0010-01-03	xxx-xx-xxxx	Doe	Jane	M	5317	03/24/13	GS	13/08		202-xxx-1578
90-11-0010-01-03	xxx-xx-xxxx	Doe	Jane	M	5317	05/20/12	GS	07/03		202-xxx-1578

**Figure 31: Active Full/Part-Time Employees - T&A's Not Received by the NFC T & A Contact Point Sequence**





## Handicap Data White Collar Employees

<b>Report Number</b>	<b>CULP0014</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of white collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact the Agency security officer (ASO).
<b>Sequence of Data:</b>	Handicap code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0014

HANDICAP DATA WHITE COLLAR EMPLOYEES  
AS OF XX/XX/XX  
AGENCY 90

PAGE 1

\*\* SENSITIVE PERSONNEL DATA - USE IS RESTRICTED \*\*

HANDICAP CODE	GS 01-04	%	GS 05-08	%	GS 09-11	%	GS+GM 12-13	%	GS+GM 14-15	%	GS 16-18 + SES	%	ALL OTHER	%	TOTAL
01	0	0.0	8	40.0	3	15.0	7	35.0	2	10.0	0	0.0	0	0.0	20
05	11	1.0	296	25.9	201	17.6	509	44.6	116	10.2	8	0.7	0	0.0	1141
06	1	6.3	8	50.0	3	18.8	3	18.8	1	6.3	0	0.0	0	0.0	16
15	1	5.9	3	17.6	5	29.4	6	35.3	1	5.9	1	5.9	0	0.0	17
18	0	0.0	11	73.3	2	13.3	2	13.3	0	0.0	0	0.0	0	0.0	15
22	0	0.0	4	28.6	2	14.3	6	42.9	2	14.3	0	0.0	0	0.0	14
30	0	0.0	1	25.0	0	0.0	1	25.0	2	50.0	0	0.0	0	0.0	4
40	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	2
41	0	0.0	1	25.0	1	25.0	1	25.0	1	25.0	0	0.0	0	0.0	4
44	1	4.3	5	21.7	3	13.0	13	56.5	1	4.3	0	0.0	0	0.0	23
61	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	2
69	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
79	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
80	0	0.0	3	33.3	1	11.1	5	55.6	0	0.0	0	0.0	0	0.0	9
82	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
83	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
84	0	0.0	6	28.6	8	38.1	5	23.8	2	9.5	0	0.0	0	0.0	21
86	0	0.0	1	9.1	6	54.5	2	18.2	2	18.2	0	0.0	0	0.0	11
88	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
91	0	0.0	0	0.0	0	0.0	4	80.0	1	20.0	0	0.0	0	0.0	5
92	0	0.0	0	0.0	2	66.7	0	0.0	1	33.3	0	0.0	0	0.0	3
94	0	0.0	1	33.3	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	3
95	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
ALL HANDICAPS	2	1.4	40	28.2	31	21.8	54	38.0	14	9.9	1	0.7	0	0.0	142

Figure 32: Handicap Data White Collar Employees







## Handicap Data Blue Collar Employees

<b>Report Number</b>	<b>CULP0015</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of blue collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
<b>Sequence of Data:</b>	Handicap code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0015	HANDICAP DATA BLUE COLLAR EMPLOYEES												PAGE	1
	AS OF XX/XX/XX													
	AGENCY 90													
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
HANDICAP	WG		WG		WG		WG		WG		ALL			
CODE	01-03	%	04-06	%	07-09	%	10-12	%	13-15	%	OTHER	%	TOTAL	
05	0	.0	1	25.0	3	75.0	0	.0	0	.0	0	.0	4	
ALL														
HANDICAPS	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	
TOTAL														
WORKFORCE	0	.0	1	25.0	3	75.0	0	.0	0	.0	0	.0	4	

Figure 33: Handicap Data Blue Collar Employees





## Average Age + Length of Service

<b>Report Number</b>	<b>CULP0016</b>
<b>Brief Description:</b>	Provides a list of the number of permanent full-time employees, their average age, and length of service for the Washington, D.C., and field areas.
<b>Sequence of Data:</b>	Series, pay plan, and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0016		AVERAGE AGE + LENGTH OF SERVICE PFT EMPLOYEES AGENCY 90 AS OF XX-XX-XX						PAGE 1	
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
		-- D.C.METRO AREA --			-- FIELD --			-- TOTAL --	
OCCUPATION PAY PLAN + GRADE	NO OF EMP	AVG AGE	AVG LOS	NO OF EMP	AVG AGE	AVG LOS	NO OF EMP	AVG AGE	AVG LOS
0080									
GS-09	0			1	45.0	26.0	1	45.0	26.0
GS-12	0			2	58.0	8.5	2	58.0	8.5
SERIES TOTAL	0			3	53.7	14.3	3	53.7	14.3
0086									
GS-05	0			2	41.0	4.5	2	41.0	4.5
SERIES TOTAL	0			2	41.0	4.5	2	41.0	4.5
0201									
GS-09	0			2	44.5	19.0	2	44.5	19.0
GS-11	0			7	38.4	10.1	7	38.4	10.1
GS-12	0			9	44.6	16.4	9	44.6	16.4
GS-13	0			3	49.7	18.7	3	49.7	18.7
GS-14	0			2	46.0	23.0	2	46.0	23.0
GS-15	0			1	49.0	18.0	1	49.0	18.0
SERIES TOTAL	0			24	43.7	15.7	24	43.7	15.7
0203									
GS-05	0			1	45.0		1	45.0	
GS-06	0			1	49.0	15.0	1	49.0	15.0
GS-07	0			3	30.0	7.3	3	30.0	7.3
SERIES TOTAL	0			5	36.8	7.4	5	36.8	7.4
0260									
GS-07	0			1	45.0		1	45.0	
GS-12	0			3	56.7	20.0	3	56.7	20.0
GS-13	0			1	51.0	9.0	1	51.0	9.0
GS-14	0			1	56.0	24.0	1	56.0	24.0
SERIES TOTAL	0			6	53.7	15.5	6	53.7	15.5
0301									
GS-09	0			1	46.0	28.0	1	46.0	28.0

Figure 34: Average Age + Length of Service PFT Employees Agency XX





## Number & Average Grade of GS & Similar Employees

<b>Report Number</b>	<b>CULP0017</b>
<b>Brief Description:</b>	<p>Provides a list of the number of general schedule (GS) and similar employees covered by the GS (i.e., GM) by type of appointment and work schedule.</p> <hr/> <p>Note: Office of Personnel Management (OPM)-approved pay plan codes are found in Part A of the Guide to Data Standards.</p>
<b>Sequence of Data:</b>	Grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0017		NUMBER & AVERAGE GRADE OF GS & SIMILAR EMPLOYEES							PAGE 1
		AS OF XX\XX\XX							
		AGENCY 90							
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
GS & SIMILAR	PERM	TEMP	FULL	PERM	TEMP	PERM	TEMP	TOTAL	
GRADE	FULL	FULL	TIME	PART	PART	INT	INT		
	TIME	TIME		TIME	TIME				
02							1	1	
03		1	1					1	
04	3		3		9			12	
05	58	1	59		3			62	
06	54		54					54	
07	224		224	2				226	
08	10		10					10	
09	83		83					83	
10	5		5					5	
11	149		149					149	
12	291		291	2				293	
13	277		277	3				280	
14	102		102					102	
15	31		31					31	
TOTAL	1287	2	1289	7	12		1	1309	
AVER GRADE	10.642	4.000	10.631	11.000	4.250		2.000	10.568	

Figure 35: Number & Average Grade of GS & Similar Employees





## Percentage of Employees Eligible to Retire Within the Next Five Years (by Series)

<b>Report Number</b>	<b>CULP0018</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of employees, within the Agency, that are eligible to retire within the next 5 years. For a list sorted by pay plan and grade, see Report CULP0019.
<b>Sequence of Data:</b>	Series and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0018		PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX\XX\XX										PAGE	1
		AGENCY 90										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
SERIES 0201													
0201-09	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0301													
0301-14	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0303													
0303-07	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0318													
0318-05	1					1	100.00	1	100.00	1	100.00	1	100.00
0318-07	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
0318-09	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	3	2	66.67	2	66.67	3	100.00	3	100.00	3	100.00	3	100.00
SERIES 0335													
0335-05	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
0335-11	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	2	1	50.00	2	100.00	2	100.00	2	100.00	2	100.00	2	100.00
SERIES 0340													
0340-00	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0342													
0342-12	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0343													
0343-09	3	2	66.67	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00
0343-11	9	7	77.78	8	88.89	8	88.89	9	100.00	9	100.00	9	100.00

Figure 36: Percentage of Employees Eligible to Retire Within the Next Five Years Employment







## Percentage of Employees Eligible to Retire Within the Next Five Years (by Pay Plan)

<b>Report Number</b>	<b>CULP0019</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of employees, within the Agency, that are eligible to retire within the next 5 years. For a list sorted by occupational series and grade, see Report CULP0018.
<b>Sequence of Data:</b>	Pay plan and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0019		PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX\XX\XX						PAGE 1
		AGENCY 90		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO %	CURRENTLY OR WITHIN 1 YEAR NO %	CURRENTLY OR WITHIN 2 YEARS NO %	CURRENTLY OR WITHIN 3 YEARS NO %	CURRENTLY OR WITHIN 4 YEARS NO %	CURRENTLY OR WITHIN 5 YEARS NO %	
PAY PLAN ES								
ES-00	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
TOTAL	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
PAY PLAN GS								
GS-04	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
GS-05	3	1 33.33	2 66.67	3 100.00	3 100.00	3 100.00	3 100.00	
GS-06	3	3 100.00	3 100.00	3 100.00	3 100.00	3 100.00	3 100.00	
GS-07	16	13 81.25	14 87.50	14 87.50	14 87.50	14 87.50	16 100.00	
GS-08	2	1 50.00	2 100.00	2 100.00	2 100.00	2 100.00	2 100.00	
GS-09	7	5 71.43	7 100.00	7 100.00	7 100.00	7 100.00	7 100.00	
GS-10	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
GS-11	16	14 87.50	15 93.75	15 93.75	16 100.00	16 100.00	16 100.00	
GS-12	29	19 65.52	22 75.86	26 89.66	27 93.10	28 96.55	29 100.00	
GS-13	25	17 68.00	19 76.00	22 88.00	23 92.00	23 92.00	23 92.00	
GS-14	14	7 50.00	9 64.29	10 71.43	12 85.71	13 92.86	13 92.86	
GS-15	8	5 62.50	8 100.00	8 100.00	8 100.00	8 100.00	8 100.00	
TOTAL	125	87 69.60	103 82.40	112 89.60	117 93.60	119 95.20	122 97.60	
AGENCY WIDE	126	88 69.84	104 82.54	113 89.68	118 93.65	120 95.24	123 97.62	

Figure 37: Percentage of Employees Eligible to Retire Within the Next Five Years Employment





## Handicap by Type of Occupation

<b>Report Number</b>	<b>CULP0020</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of employees for each professional, administrative, technical, clerical, and other (PATCO) occupational category code. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
<b>Sequence of Data:</b>	Handicap code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0020																PAGE 1	
HANDICAP BY TYPE OF OCCUPATION AS OF XX\XX\XX																	
AGENCY 90																	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
HANDICAP	PROF	%	ADM	%	TECH	%	CLER	%	OTHER WHITE CLLR	%	SUPVR BLUE CLLR	%	LDR BLUE CLLR	%	NONSUP BLUE CLLR	%	
01	3	15.0	11	55.0	4	20.0	2	10.0	0	.0	0	.0	0	.0	0	.0	
05	176	15.4	644	56.3	251	21.9	50	4.4	19	1.7	0	.0	0	.0	4	.3	
06	0	.0	8	50.0	4	25.0	4	25.0	0	.0	0	.0	0	.0	0	.0	
15	3	17.6	9	52.9	2	11.8	2	11.8	1	5.9	0	.0	0	.0	0	.0	
18	2	13.3	2	13.3	8	53.3	3	20.0	0	.0	0	.0	0	.0	0	.0	
22	2	14.3	7	50.0	4	28.6	1	7.1	0	.0	0	.0	0	.0	0	.0	
30	3	75.0	0	.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	
40	0	.0	2	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
41	1	25.0	2	50.0	0	.0	1	25.0	0	.0	0	.0	0	.0	0	.0	
44	4	17.4	13	56.5	3	13.0	3	13.0	0	.0	0	.0	0	.0	0	.0	
61	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	
69	0	.0	1	50.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0	
79	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	
80	0	.0	6	66.7	2	22.2	1	11.1	0	.0	0	.0	0	.0	0	.0	
82	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
83	0	.0	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
84	2	9.5	12	57.1	5	23.8	2	9.5	0	.0	0	.0	0	.0	0	.0	
86	5	45.5	6	54.5	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
88	0	.0	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
91	0	.0	5	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	
92	0	.0	2	66.7	1	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	
94	1	33.3	1	33.3	1	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	
95	0	.0	1	50.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0	
ALL HANDICAPS	24	16.9	73	51.4	29	20.4	15	10.6	1	.7	0	.0	0	.0	0	.0	

Figure 38: Handicap by Type of Occupation





## Position Planning and Control

<b>Report Number</b>	<b>CULP0021</b>
<b>Brief Description:</b>	Provides a list of the number of permanent full-time, other full-time, part-time, and intermittent employees that are subject to ceiling limitations, on furlough, and leave without pay (LWOP).
<b>Sequence of Data:</b>	Plan plan and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0021	POSITION PLANNING AND CONTROL	PAGE	1	
	AS OF XX\XX\XX			
	AGENCY 90			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
TYPE OF POSITION	FILLED	PFT	OTHER FT	ALT PT + INT
SENIOR EXECUTIVES	9	9		
GENERAL SCHEDULE				
GS 02	1			1
GS 03	1		1	
GS 04	12	3		9
GS 05	62	58	1	3
GS 06	54	54		
GS 07	226	224		2
GS 08	10	10		
GS 09	83	83		
GS 10	5	5		
GS 11	149	149		
GS 12	293	291		2
GS 13	280	277		3
GS 14	102	102		
GS 15	31	31		
TOTAL GS	1,309	1,287	2	20
WAGE SCHEDULES	4	4		
ALL OTHER PAY PLANS				
TOTAL	1,322	1,300	2	20
FURLOUGH + LWOP	1	1		
CEILING EXEMPT				
NET CEILING	1,321	1,299	2	20
AVG-GRADE-GS+GM CEILING	10.58	10.65	4.00	6.50
AVERAGE GRADE ALL FULL TIME EMPLOYEES - GS,GH,GG,GM,GW				10.631

Figure 39: Position Planning and Control





## RIF Register Competitive Service - Supervisors & Managers

<b>Report Number</b>	<b>CULP0022</b>
<b>Brief Description:</b>	Provides a list of supervisors and managers in competitive service with pertinent personnel information.
<b>Sequence of Data:</b>	Series and pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0022		RIF REGISTER COMPETITIVE SERVICE										PAGE	1
		AS OF XX\XX\XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
		SUPERVISORS & MANAGERS											
OCCUPATIONAL SERIES 0201 PERSONNEL MANAGEMENT		PAY PLAN GS FULL TIME											
NAME		SSN	OFFICIAL TITLE	BIRTH DATE	GR	TENURE	VET PREF	PERF RATING	SCD-RIF	SERVICE AS OF 04/29/13			
DOE JANE		xxx-xx-xxxx	HUMAN RESOURCES OFFCR	11/04/63	15	2	AD	H4	12/18/11	1	4		
DOE JOHN		xxx-xx-xxxx	SUPVY HUMAN RESOURCES SPECLST	09/12/69	14	1	B	H4	05/07/92	20	11		

Figure 40: RIF Register Competitive Service Supervisors & Managers







## RIF Register Competitive Service - Nonsupervisors & Nonmanagers

<b>Report Number</b>	<b>CULP0023</b>
<b>Brief Description:</b>	Provides an alphabetical list of nonsupervisors and nonmanagers in competitive service within a specified occupational series and pay plan.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0023		RIF REGISTER COMPETITIVE SERVICE AS OF 000000 NONSUPERVISORS & NONMANAGERS							PAGE 1 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
OCCUPATIONAL SERIES 0086		SECURITY CLERICAL & ASSISTANCE		PAY PLAN GS		FULL TIME				
NAME		SSN	OFFICIAL TITLE	BIRTH DATE	GR	TENURE	VET PREF	PERF RATING	SCD-RIF	SERVICE AS OF 04/29/13 YRS MOS
DOE	JANE	xxx-xx-xxxx	SECUR ASST	06/12/81	05	2	AD	H4	08/06/06	6 8
DOE	JOHN	xxx-xx-xxxx	SECUR ASST	06/26/61	05	2	AD	H4	08/30/10	2 7

**Figure 41: RIF Register Competitive Service Nonsupervisors & Nonmanagers**





## RIF Register Competitive Service - Supervisory Trainees

Report Number	CULP0024
Brief Description:	Provides an alphabetical list of supervisory trainees in competitive service with pertinent personnel information and is sorted by occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

REPORT ID: CULP0024		RIF REGISTER COMPETITIVE SERVICE AS OF XXXXXX SUPERVISORY TRAINEES						PAGE 1 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
OCCUPATIONAL SERIES 0340 PROGRAM MANAGEMENT				PAY PLAN GS		FULL TIME					
NAME		SSN	OFFICIAL TITLE		BIRTH DATE	GR	TENURE	VET PREF	PERF RATING	SCD-RIF	SERVICE AS OF 07/12/13 YRS MOS
DOE	JANE	XXX-XX-XXXX	DEP DIST RANGER		11/17/84	12	1	B	H4	05/13/07	6 1

Figure 42: RIF Register Competitive Service Supervisory Trainees





## RIF Register Competitive Service - Nonsupervisory Trainees

<b>Report Number</b>	CULP0025
<b>Brief Description:</b>	Provides an alphabetical list of nonsupervisory trainees in competitive service within a specified occupational series and pay plan.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0025		RIF REGISTER COMPETITIVE SERVICE AS OF XX\XX\XX NONSUPERVISORY TRAINEES										PAGE 1	
												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
OCCUPATIONAL SERIES 2210		INFORMATION TECHNOLOGY SPECIALIST				PAY PLAN GS		FULL TIME					
NAME		SSN	OFFICIAL TITLE		BIRTH DATE	GR	TENURE	VET	PREF	RATING	SCD-RIF	SERVICE AS OF 04/29/13 YRS MOS	
Doe	John	XXX-XX-XXXX	ITSPEC (APPSW)		10/01/63	13	1	B	H4	07/31/88		24	8
Doe	Jane	XXX-XX-XXXX	ITSPEC (APPSW)		07/25/66	13	1	B	H5	11/05/89		23	5

Figure 43: RIF Register Competitive Service Nonsupervisory Trainees





## RIF Register Excepted Service - Supervisors & Managers

<b>Report Number</b>	<b>CULP0026</b>
<b>Brief Description:</b>	Provides an alphabetical list of supervisors and managers in excepted service within a specified occupational series and pay plan.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0026		RIF REGISTER EXCEPTED SERVICE AS OF XXXXXX SUPERVISORS & MANAGERS				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** APPOINTING AUTHORITY OPM DEL AUTH DEMO				PAGE 1
OCCUPATIONAL SERIES 0460 FORESTRY		PAY PLAN GS FULL TIME								
NAME	SSN	OFFICIAL TITLE	BIRTH DATE	GR	TENURE	VET PREF	PERF RATING	SCD-RIF	SERVICE AS OF 07/12/13	
DOE	JOHN	XXX-XX-XXXX SUPVY FORSTR	04/23/76	11	1	B	H4	12/23/00	12	6

Figure 44: RIF Register Excepted Service Supervisors & Managers







## RIF Register Excepted Service - Nonsupervisors & Nonmanagers

<b>Report Number</b>	<b>CULP0027</b>
<b>Brief Description:</b>	Provides an alphabetical list of nonsupervisors and nonmanagers in excepted service within a specified occupational series and pay plan.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0027		RIF REGISTER EXCEPTED SERVICE					PAGE 1																
		AS OF XX\XX\XX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
		NONSUPERVISORS & NONMANAGERS		APPOINTING AUTHORITY E.O. 13318																			
OCCUPATIONAL SERIES 0560 BUDGET ANALYSIS		PAY PLAN GS		FULL TIME																			
				BIRTH DATE		VET PREF		PERF RATING		SCD-RIF		SERVICE AS OF 04/29/13											
NAME		SSN		OFFICIAL TITLE		GR		TENURE		B		H4		10/13/09		3		6					
DOE		JANE		XXX-XX-XXXX		BUDG ANAL		02/21/85		13		2		B		H4		10/13/09		3		6	

**Figure 45: RIF Register Excepted Service Nonsupervisors & Nonmanagers**





## Employee Listing Within Organizational Structure

<b>Report Number</b>	<b>CULP0028</b>
<b>Brief Description:</b>	Provides a list of employees with pertinent personnel information. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0028		EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE						PAGE 3			
		AS OF XX/XXXX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AGENCY	90	DM, OFC OF THE CHIEF FIN OFFC									
ORG LEVEL 2	04	PLANNING AND ACCT DIVISION									
ORG LEVEL 3	01	AUDIT FOLLOW UP AND RESLTION									
ORG LEVEL 4	0000										
ORG LEVEL 5-8	00-00-00-00										
SOC-SEC-NO	LAST NAME	FIRST NAME	POSITION-TITLE	PP	SER	GR/ST	SEX	RACE-NATL	ORIG	AGE	HANDICAP
zzz-xx-xxxx	DOE	JANE	STAFF ACCTNT	GS	0510	13/10	F	C		49	05
LEV5 00		COUNT	1								
LEV4 0000		COUNT	1								
LEV3 01		COUNT	1								
LEV2 04		COUNT	01								

Figure 46: Employee Listing Within Organizational Structure





## SES + Equivalent Employees

<b>Report Number</b>	<b>CULP0029</b>
<b>Brief Description:</b>	<p>Provides a list of employees in pay plans Senior Executive Service (SES), Senior Foreign Service (SFS), and Scientific or Professional (ST).</p> <hr/> <p>Note: OPM-approved pay plan codes are found in Part A of the Guide to Data Standards.</p>
<b>Sequence of Data:</b>	Pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0029		SES + EQUIVALENT EMPLOYEES						PAGE 1	
		AS OF 00/00/00							
		AGENCY 90							
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
OFFICIAL TITLE	MR-NO	FULL NAME				DATE LAST			FOR SES ONLY
IP-NO		SOC SEC NO		D.O.B.	PP-SER-LEV	ENTERED	SCD-RET		CAREER OR NONCAREER
LOCATION						GRADE			CAREER RES OR GEN
ASSOCIATE CHIEF FINANCIAL OFFICER		DOE	JANE	S					CAREER
DAES2145	F12145	XXX-XX-XXXX		11/12/71	ES-0340-00	04/22/12	02/01/91		CAREER RESERVED
WASHINGTON	DC								
DIR, CONTROLLER OPERATIONS DIVISION		DGE	JOHN	L					CAREER
DAES0268	I87203	XXX-XX-XXXX		12/26/45	ES-0510-00	01/11/04	01/20/02		CAREER RESERVED
NEW ORLEANS	LA								
ACFO, FINANCIAL SYS PLANNING & MNST		DOE	SAM	W					CAREER
001HQ	F00584	XXX-XX-XXXX		11/18/64	ES-0340-00	05/06/12	12/07/86		GENERAL
WASHINGTON	DC								
ASSOCIATE CHIEF FINANCIAL OFFICER		DOE	ANN	G					CAREER
DAES1292	1292	XXX-XX-XXXX		05/26/51	ES-0510-00	01/11/04	03/03/02		GENERAL
WASHINGTON	DC								

Figure 47: SES + Equivalent Employees





## Full-Time Active Employees

<b>Report Number</b>	<b>CULP0030</b>
<b>Brief Description:</b>	Provides a list of the number of full-time active employees currently on the rolls within the Washington, D.C., and the metropolitan DC area.
<b>Sequence of Data:</b>	Agency code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0030	FULL TIME ACTIVE EMPLOYEES WASHINGTON D.C. AND METROPOLITAN AREA AS OF XX\XX\XX	PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
AGENCY CODE	NO IN DC	NO IN DC METRO AREA
90	124	124
DEPARTMENT	124	124

**Figure 48: Full Time Active Employees Washington D.C. and Metropolitan Area**







## Schedule C Employees

<b>Report Number</b>	<b>CULP0031</b>
<b>Brief Description:</b>	Provides a list of "Schedule C" employees for an Agency and includes pertinent personnel information.
<b>Sequence of Data:</b>	Grade.
<b>Report Updated:</b>	After PINE is updated.

REPORT ID: CULP0031		SCHEDULE C EMPLOYEES AS OF XX/XX/XX				PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** FARM CREDIT ADMINISTRATION							
NAME			OFFICIAL TITLE	PP SERIES	GRADE	LOCATION	
SOCIAL SECURITY NO			WORKING TITLE				
DOE XXX-XX-XXXX	JANE	A	ASSOC DIR FOR CONGRESSIONAL AFFAIRS	VH 0301	41	MCLEAN	VA
DOE XXX-XX-XXXX	JOHN	R	EXECUTIVE ASSISTANT TO THE MEMBER	VH 0301	42	MCLEAN	VA

Figure 49: Schedule C Employees





## Summary of Bargaining Units

<b>Report Number</b>	<b>CULP0032</b>
<b>Brief Description:</b>	Provides the total number of Federal Wage System, GS, and professional employees for each bargaining unit.
<b>Sequence of Data:</b>	Bargaining unit.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0032	SUMMARY OF BARGAINING UNITS AS OF XX\XX\XX ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				PAGE 1
	AGENCY 90	OCFO			
	BARGAINING UNIT	TOTAL	EMPLOYEES IN UNIT WAGE	GS	PROF
	2311	673	4	669	1
	7777	135	0	135	87
	8888	505	0	505	60
	TOTAL	1,313	4	1,309	148

Figure 50: Summary of Bargaining Units





## Actual Work Force Profile

<b>Report Number</b>	<b>CULP0033</b>
<b>Brief Description:</b>	Provides a list of the total number of employees by sex, race and national origin (RNO), grade, and age. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
<b>Sequence of Data:</b>	Occupational series.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: P0033	ACTUAL WORK FORCE PROFILE	DATE XXX/XXX PAGE 1
	DATA CURRENT AS OF XX/XX/XX	
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG STRUCTURE AGCY = 90		
ORG STRUCTURE LEV2 = 00		
ACTUAL WORK FORCE = 1		
NAME OF UNIT(S) AND/OR FOREST(S) = DM, OFFICE OF THE CHIEF FINANCIAL OFFICER		
JOB SERIES = 0343		
=====		
ACTUAL COMPOSITION		
KIND OF PEOPLE	# OF PEOPLE	% OF PEOPLE
MALE	1	100
FEMALE		
MINORITY		
=====		
ACTUAL GRADE DISTRIBUTION		
GS-4		
GS-5		
GS-6/7		
GS-8/9		
GS-10/11		
GS-12		
GS-13		
=====		
ACTUAL AGE DISTRIBUTION		
20-24		
24-29		
30-34		
34-39		
40-44		
44-49		
50-54		
55 + OVER	1	100
=====		

Figure 51: Actual Work Force Profile





## Women with Professional Degrees not in Professional Series

<b>Report Number</b>	<b>CULP0034</b>
<b>Brief Description:</b>	Provides a list of women with professional degrees who are not in a professional occupational series.
<b>Sequence of Data:</b>	Academic discipline code, educational level.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0034										WOMEN WITH PROFESSIONAL DEGREES NOT IN PROFESSIONAL SERIES										PAGE													
										DATA AS OF XX/XX/XX																							
										SENSITIVE PERSONNEL DATA - USE IS RESTRICTED																							
AGENCY:										05		AGR. STAB. & CONSERVATION SERV.																					
ORG: STRUCTURE LEV2:										04		DEPUTY ADMIN. MANAGEMENT																					
ACADEMIC										EDUCATIONAL		ORG		ORG		OCCUPATIONAL																	
DISCIPLINE										LEVEL		LEV3		LEV4		LAST NAME										FIRST NAME		SERIES CODE		GRADE		OFFICIAL TITLE OF POSITION	
114										23		04		0003		DOE										JANE		0560		12		BUG ANAL	
114										23		00		0003		DOE										JOHN		0334		12		COMPR SPECLST	

Figure 52: Women with Professional Degrees not in Professional Series







## Age Survey - Permanent Employees

<b>Report Number</b>	CULP0035
<b>Brief Description:</b>	Provides a list of the total number of permanent employees within a specific age group.
<b>Sequence of Data:</b>	Organization (ORG) structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0035	AGE SURVEY - PERMANENT EMPLOYEES AS OF XX\XX\XX AGENCY 90										PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
UNIT CODE	AGE BELOW 20	AGE 20 THRU 24	AGE 25 THRU 29	AGE 30 THRU 34	AGE 35 THRU 39	AGE 40 THRU 44	AGE 45 THRU 49	AGE 50 THRU 54	AGE 55 THRU 59	AGE 60 AND OVER	TOTAL
00	2										2
ORG LEV2 TOTAL	2										2
ORG LEV2 - 03											
00	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 04											
01	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 05											
00	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 10											
00	1										1
10	7										7
20	9										9
30	227										227
ORG LEV2 TOTAL	244										244
ORG LEV2 - 20											
00	3										3
10	8										8
20	7										7

Figure 53: Age Survey - Permanent Employees





## Distribution of Potential IPA Candidates

<b>Report Number</b>	<b>CULP0036</b>
<b>Brief Description:</b>	Provides the total number of potential Intergovernmental Personnel Act (IPA) candidates within each occupational group in a region.
<b>Sequence of Data:</b>	Duty station.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0036		DISTRIBUTION OF POTENTIAL IPA CANDIDATES AS OF XX/XX/XX										XX/XX/XX PAGE 1			
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
		FOOD SAFETY AND INSPECTION SERVICE OFFICE OF PUBLIC HEALTH SCIENCE													
		O C C U P A T I O N A L   G R O U P S													
DUTY STATION		OUTDR RECR PLNRR	ENTO- MOLO- GIST	PLANT PATH- LGST	RANGE CONS- RVST	FORE- STER	FRSTR TECH	SOIL SCFI- NTIST	FSHRY BIOL- OGIST	WLDLF BIOL- OGIST	LDSCP ARCH- TTECT	CIVIL ENGNR	HYDR- OLOG- IST	GEOL- OGIST	TOTAL
SAN FRANCISCO, CA	L		1												1
ORG LEV 2 TOTAL		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	1

**Figure 54: Distribution of Potential IPA Candidates**





## Occupational Distribution of Non-Temp Employees

<b>Report Name</b>	<b>CULP0037</b>
<b>Brief Description:</b>	Provides the total number and percentage of nontemporary employees within each grade and sex category.
<b>Sequence of Data:</b>	Series and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0037	OCCUPATIONAL DISTRIBUTION OF NON-TEMP EMPLOYEES AS OF XX\XX\XX						05/06/13	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
90 - DM, OFC OF THE CHIEF FIN OFFC - DM, OFC OF THE CHIEF FIN OFFC									
SERIES	GRADE	MALE		FEMALE		TOTAL			
		#	%	#	%				
0343 MANAGEMENT & PROGRAM ANALYSIS	15	0	0.0	1	100.0	1			
SERIES TOTAL		0	0.0	1	100.0	1			
0505		1	100.0	0	0.0	1			
SERIES TOTAL		1	100.0	0	0.0	1			
ORG STRUCTURE LEV2 TOTAL		1	50.0	1	50.0	2			

Figure 55: Occupational Distribution of Non-Temp Employees





## Advancement Patterns of Permanent GS & GM Employees

<b>Report Number</b>	<b>CULP0038</b>
<b>Brief Description:</b>	Provides a list of the average number of years on the rolls, years in grade, and average age of GS and GM employees within each grade.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0038	ADVANCEMENT PATTERNS OF PERMANENT GS & GM EMPLOYEES AS OF XX\XX\XX				05/06/13	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE							
ORG STRUCTURE LEV2 = - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE							
SERIES	GRADE	AVG # CAL YEARS ON ROLLS*	AVG # YEARS IN GRADE**	AVG AGE	COUNT TOTAL		
0343 FINANCIAL CLERICAL & AS	15	37.00	100.00	58	1		
TOTAL SERIES		37.00	100.00	58	1		
TOTAL LEV2		37.00	100.00	58	1		

**Figure 56: Advancement Patterns of Permanent GS & GM Employees**







## New Hires and Promotions for Fiscal Year 00

<b>Report Number</b>	<b>CULP0039</b>
<b>Brief Description:</b>	Provides a list of the total number of permanent GM and GS employees within each grade who were hired or promoted during the fiscal year.
<b>Sequence of Data:</b>	ORG structure and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0039	NEW HIRES AND PROMOTIONS FOR FISCAL YEAR 00	PAGE 1			
	AS OF XX\XX\XX				
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER					
ORG STRUCTURE LEV2 = 10 - ACFO FOR FINANCIAL OPERATIONS					
ORG STRUCTURE LEV3 = 10 - ACCOUNTING POLICY & CONSOLIDATED REPORTING DIVISIO					
LEV4	GRADE	NEW HIRES	COMPETITIVE PROMOTIONS	OTHER PROMOTIONS	TOTAL PROMOTIONS
	15	1			
		-----	-----	-----	-----
4TH LEV TOTALS		1			
		-----	-----	-----	-----
ORG STRUCTURE 3RD LEV TOTALS		1			

Figure 57: New Hires and Promotions for Fiscal Year 00





## Occupational Distribution of Permanent Employees

<b>Report Number</b>	<b>CULP0040</b>
<b>Brief Description:</b>	Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans nonsupervisory pay schedules (WG), leader pay schedules (WL), and supervisory wage board pay schedules (WS).  <u>Note: WG, WL, and WS are part of the Federal Wage System.</u>
<b>Sequence of Data:</b>	Series and pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0040 OCCUPATIONAL DISTRIBUTION OF PERMANENT EMPLOYEES PAGE 1									
AS OF XX\XX\XX BY PAY PLAN									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE									
ORG STRUCTURE LEV2 = 70 - NATIONAL FINANCE CENTER OFFICE OF THE DI									
SERIES		PAY PLAN	FULL-TIME		WAE AND INTERMITTENT		PART-TIME		TOTAL
			MAL	FEM	MAL	FEM	MAL	FEM	
4749	MAINTENANCE MECHANIC	WG	1						1
									-----
									OCCUPATIONAL SERIES 4749 TOTAL 1
5703	MOTOR VEHICLE OPERATING	WG	3						3
									-----
									OCCUPATIONAL SERIES 5703 TOTAL 3
									-----
									COUNT OF WG, WL, & WS FOR ORG STRUCTURE LEV2 70 TOTAL 4
									-----
									COUNT OF WG, WL, & WS FOR ORG STRUCTURE AGENCY 90 TOTAL 4

Figure 58: Occupational Distribution of Permanent Employees by Pay Plan





## Occupational Distribution of Permanent "GS" & "GM" Employees

<b>Report Number</b>	<b>CULP0041</b>
<b>Brief Description:</b>	Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans GS and GM within each grade.
<b>Sequence of Data:</b>	Series and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0041	OCCUPATIONAL DISTRIBUTION OF PERMANENT "GS" & "GM" EMPLOYEES AS OF XX/XX/XX BY GRADE	DATE XX/XX/XX	PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER			
ORG STRUCTURE LEV2 = - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER			
SERIES	GRADE	WAE AND FULL-TIME INTERMITTENT PART-TIME MAL FEM MAL FEM MAL FEM	TOTAL
0343 MANAGEMENT & PROGRAM ANA	15	1	1
OCCUPATIONAL SERIES 0343 TOTAL			1
COUNT OF GM & GS FOR ORG STRUCTURE LEV2 CODE = 00			TOTAL 1

Figure 59: Occupational Distribution of Permanent "GS" & "GM" Employees by Grade





## Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees

<b>Report Number</b>	<b>CULP0042</b>
<b>Brief Description:</b>	Provides a list of the total number of permanent employees within a forest unit in pay plans GS, GM, WL, WG, and WS.
<b>Sequence of Data:</b>	Series.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0042 (FS)		OCCUPATIONAL DISTRIBUTION OF PERMANENT (GS, GM, WL, WG, WS) EMPLOYEES WITHIN LEVEL 3 ORG STRUCTURE AS OF XX\XX\XX															DATE XX/XX/XX		PAGE 1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																				
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE ORG STRUCTURE LEV2 = 20 - ACFO FINANCIAL POLICY & PLANNING																				
F O R E S T S / U N I T S																				
SERIES	AN	CL	EL	IN	KL	LS	LP	MN	MO	6R	PL	SB	SQ	ST	SR	SS	TA	LT	RO TOTAL	
0301 MISCELLANEOUS ADMINISTRA	1																		1	
0341 ADMV OFFICER	1																		1	
0343 MANAGEMENT & PROGRAM ANA	10									7									17	
0344 MANAGEMENT CLERICAL & AS	3																		3	
0501 FINANCIAL ADMINISTRATION	18																		18	
0503 FINANCIAL CLERICAL & ASS	1																		1	
0505 FINANCIAL MANAGEMENT	1																		1	
0510 ACCOUNTING	22									1									23	
0560 BUDGET ANALYSIS	8																		8	
TOTAL ORG STRUCTURE LEV2	65									8									73	

**Figure 60: Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees Within Level 3 ORG Structure**







## Roster of Part-Time Employees

<b>Report Number</b>	<b>CULP0043</b>
<b>Brief Description:</b>	Provides a list of part-time employees within a specified ORG structure. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
<b>Sequence of Data:</b>	Employee name within each ORG level.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0043													ROSTER OF PART-TIME EMPLOYEES AS OF XX\XX\XX													PAGE 1		
AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **															
LEV2 = 20 - ACFO FINANCIAL POLICY & PLANNING																												
LEV3	LAST NAME	FIRST NAME	OCC. SER.	GR	ENT GRD DT	AGE	MGD CD	HCD CD	SPEC PGM CD	T-A	ACC PP/YR	OFFICIAL TITLE																
60	DOE	JANE	0510	13	09/17/95	00	E	05	00	01	11-91	STAFF ACCTNT																
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 20 =													1															

**Figure 61: Roster of Part-Time Employees**





## Continuing Employees Eligible for Retirement

<b>Report Number</b>	<b>CULP0044</b>
<b>Brief Description:</b>	Provides an alphabetical list of continuing employees eligible for retirement for a calendar year within a specified ORG structure.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0044		CONTINUING EMPLOYEES ELIGIBLE FOR RETIREMENT						DATE XXXXXX		PAGE	1
				IN CALENDAR YEAR		00	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE											
ORG STRUCTURE LEV2 = 10 - ACFO FOR FINANCIAL OPERATIONS											
UNIT	SUB-UNIT	PAY PLAN	LAST NAME	FIRST NAME	OCC. SER.	GR	BIRTH DATE	SCD-RET	EARLIEST BASIS OF ELIGIBILITY*		
									55-30	60-20	62-5
									-----		
30	0000	GS	DOE	JANE	0501	14	08/15/36	10/01/63	64-37		
30	0050	GS	DOE	JOHN	0503	07	09/20/44	04/26/10	56-90		
30	0050	GS	DOE	JIM	0503	04	09/29/37	12/04/81			63-19
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 10 = 1											

Figure 62: Continuing Employees Eligible for Retirement





## Pay Plan - Grade Summation Report

<b>Report Number</b>	<b>CULP0045</b>
<b>Brief Description:</b>	Provides a summary of the total number of employees per pay plan and average grade within an ORG structure.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0045	PAY PLAN - GRADE SUMMATION REPORT AS OF XXXXXX	DATE XXXXXX	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG STRUCTURE AGENCY = 90	- DM, OFFICE OF THE CHIEF FINANCIAL OFFICE			
ORG STRUCTURE LEV2 =	- DM, OFFICE OF THE CHIEF FINANCIAL OFFICE			
	ORGANIZATIONAL			
	STRUCTURE	PAY	GRADE	COUNT
	LEV3	PLAN	00	OF
		ES		EMPLOYEES
				1
TOTAL EMPLOYEES FOR PAY PLAN =				1 ** AVERAGE GRADE =
	GS		15	1
TOTAL EMPLOYEES FOR PAY PLAN =				1 ** AVERAGE GRADE = 15.00
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 3RD LEV =				2
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 2ND LEV =				2

Figure 63: Pay Plan - Grade Summation Report





## Roster of Employees

<b>Report Number</b>	<b>CULP0046</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees with pertinent personnel information and is sorted by ORG structure.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0046		ROSTER OF EMPLOYEES										PAGE 1
		AS OF 00/00/00										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
		ORG STRUCTURE AGENCY = 90 - DM, OFC OF THE CHIEF FIN OFFC										
		ORG STRUCTURE LEV2 = 04 - PLANNING AND ACCT DIVISION										
LEV3	LAST NAME	FIRST NAME	TYPE APPT	BLK #55	TYPE EMP	TITLE CODES (M-F)	TEN- URE CODE	SPEC EMP CODE	SPEC PRGMS CODE	APPOINTMENT CODE FOR PERMANENT STATUS	AUTHORITY	NATURE OF ACTION CODES
01	DOE	JANE	01	Y	01	2	1	00	00	REG 315.501 LATERAL		000 893
ORGANIZATIONAL STRUCTURE 2ND LEVEL TOTALS												
		PFT COUNT	1									
		WAE COUNT										
		OTHER COUNT										

Figure 64: Roster of Employees







## Employees Updating Their Own Payroll and Personnel Transactions

<b>Report Number</b>	<b>CULP0048</b>
<b>Brief Description:</b>	Provides a list of employees that have updated their own records. It identifies the user's identification number (ID), the Department code, the document type, and the employee's name and SSN. This report is prepared each pay period.
<b>Sequence of Data:</b>	Department.
<b>Report Updated :</b>	After PINE is executed.

REPORT ID: CULP0048		EMPLOYEES UPDATING THEIR OWN PAYROLL AND PERSONNEL TRANSACTIONS							PAGE 1		
DATE: XXXXXXXX		PAY PERIOD XX									
***SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED***											
7											
SSNO	DEPT	SRVC	POI	AGCY	USER ID	EMPLOYEE NAME	DOC	1ST	2ND	EFFECTIVE	DATE DOC
		AGCY					TYPE	NOA	NOA	DATE	ENTERED
000-00-0000	AG	XX	5107	XX	XXXX	DOE, JOHN	095			12/31/2000	01/09/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE, JOHN	131			12/31/2000	01/16/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE, JOHN	140			12/31/2000	01/16/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE, JOHN	130			12/31/2000	01/09/2001

Figure 65: Employees Updating Their Own Payroll and Personnel Transactions Pay Period XX





## Audit Trail of Leave Updates

<b>Report Number</b>	<b>CULP0049</b>
<b>Brief Description:</b>	Provides a list by SSN of online updates to leave records. Additional security access is required to generate this report because interface is made with the TIME database. To obtain access, contact the ASO.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After PINE is executed.

DATE: XX/XX/XX		CULP0049		NATIONAL FINANCE CENTER			PAGE 1	
TIME: 00 08 22					AUDIT TRAIL OF LEAVE UPDATES		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED	
					SUBMITTING OFFICE NUMBER 5317			
SSNO	LAST NAME	AG	USER-ID	DATE	TIME	DESCRIPTION	OLD DATA	NEW DATA
XXX-XX-XXXX	FORD	90	NP430	02/13/2013	071819	ANNUAL LEAVE CARRYOVER BALANCE	+0012.00	+0188.00
XXX-XX-XXXX	FORD	90	NP430	02/13/2013	071819	SICK LEAVE CARRYOVER BALANCE	+0012.00	+0253.00
XXX-XX-XXXX	MIHA	90	NP089	02/07/2013	112010	ANNUAL LEAVE ACCRUALS YTD	+0004	+0008
TOTAL FOR SUBMITTING OFFICE NUMBER 5317 :				3				

Figure 66: Audit Trail of Leave Updates





## Firefighter Employees with Mandatory Retirement Eligibility

<b>Report Number</b>	<b>CULP0050</b>
<b>Brief Description:</b>	Provides a list of firefighter employees with mandatory retirement eligibility within each regional subunit.
<b>Sequence of Data:</b>	Subunit.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0050	FIREFIGHTER EMPLOYEES WITH MANDATORY RETIREMENT ELIGIBILITY WITHIN 1913							DATE XX/XX/XX	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
11 - FOREST SERVICE 03 - SOUTHWESTERN REGION, R-3										
UNIT/FOREST	SUBUNIT	LAST NAME	FIRST NAME	PP	SERIES	GRADE	BIRTH DATE	SCD-RET	PERS-POS	
01-APACHE-SITGREAVES NF FO SUPVR										
	0007	DOE	JANE	GS	0462	09	08/07/56	05/16/77	90564223	
UNIT TOTAL	1									
09-PRESCOTT NATIONAL FOREST										
	0000	DOE	JOHN	GS	0462	09	11/21/59	06/27/82	90564795	
UNIT TOTAL	1									
10-SANTA FE NATIONAL FOREST										
	0000	DOE	JAS	GS	0401	13	01/05/61	04/24/82	90493636	
UNIT TOTAL	1									
REGION TOTAL	3									

Figure 67: Firefighter Employees with Mandatory Retirement Eligibility Within 1913





## Roster of Employees

<b>Report Number</b>	<b>CULP0051</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees and includes position information and official title.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0051	ROSTER OF EMPLOYEES					XXXXXX	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
ORGANIZATIONAL STRUCTURE AGENCY		90 - DM, OFC OF THE CHIEF FIN OFFC							
ORGANIZATIONAL-STRUCTURE 2ND-LEVEL		00 - DM, OFC OF THE CHIEF FIN OFFC							
LAST NAME		FIRST NAME	IP-NO	MR-NO	LEVEL 3	LEVEL 4	OFFICIAL TITLE		
DOE		JANE	90586735	F02439	00	0000	PROG ANAL		
DOE		JOHN	001HQ	F00791	00	0000	DEPUTY CHIEF FINANCIAL OFFIC		
LEV4 0000 COUNT		02							
LEV3 00 COUNT		02							
LEV2 00 COUNT		02							

Figure 68: Roster of Employees







## Management Attainment Report

<b>Report Number</b>	<b>CULP0052</b>
<b>Brief Description:</b>	Provides the total number and percentages of employees in each RNO. For cooperative employees, see Report P0063. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0052		MANAGEMENT ATTAINMENT REPORT DATA AS OF XX\XX\XX												PAGE 1			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
AGENCY-CODE:90		ADMINISTRATIVE SERIES NON-WAGE												TOTAL MIN	TOTAL POP		
MALE		FEMALE															
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM		
00	00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	100.0%	.0%	
LEVEL-TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	100.0%	.0%	

Figure 69: Management Attainment Report





## Error Analysis by Contact Point

<b>Report Number</b>	<b>CULP0053</b>
<b>Brief Description:</b>	Provides a list of employees identifying electronic T&A edit errors corrected by NFC during the processing pay period. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	T&A contact point.
<b>Report Updated:</b>	After Bi-weekly Examination Analysis and Reporting (BEAR) is executed.

REPORT ID: CULP0053	ERROR ANALYSIS BY CONTACT POINT					DATE PREPARED: 000-000-000	
PROCESSING PAY PERIOD: 07	AGENCY: OFFICE OF THE CHIEF FINANCIAL OFFICER					PAGE 1	
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED							
CONTACT POINT	E/O	NAME-LAST	F M	SSNO	PP ON TA	MSG. NO.	ERROR MESSAGE DESCRIPTION
90 11 0010 01 60	5317	DOE	A X	0000-000-00000	07	322	SOCIAL SECURITY NUMBER OR AGENCY INCORRECT
CONTACT POINT TOTAL T&A-S:		1	TOTAL ERRORS:		1		

**Figure 70: Error Analysis by Contact Point**





## T&A Reject Percentage Report by Contact Point (Cumulative)

<b>Report Number</b>	<b>CULP0054</b>
<b>Brief Description:</b>	Provides a list of the number of rejected and percentage of transmitted T&As and total T&As. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	T&A contact point.
<b>Report Updated:</b>	After TIME is executed.

REPORT ID: CULP0054 DB 05 T & A REJECT PERCENTAGE REPORT BY CONTACT POINT (CUMULATIVE)											
DATE PREPARED: XX/XX/XX PAY PERIOD 14 PASS 02 TIME PREPARED: 10.21.41											
SCANNED T & A " S											
CONTACT POINT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT
11-03-1635-00-62	0	0	0	0.0%	1	1	0	0.0%	1	1	0
11-05-2006-00-11	0	0	0	0.0%	5	5	0	0.0%	5	5	0
11-08-0512-00-05	0	0	0	0.0%	2	2	0	0.0%	2	2	0
11-09-2154-00-02	0	0	0	0.0%	2	2	0	0.0%	2	2	0
11-13-2211-00-13	0	0	0	0.0%	12	12	0	0.0%	12	12	0
11-13-2211-00-15	0	0	0	0.0%	6	6	0	0.0%	6	6	0
11-13-2211-00-21	0	0	0	0.0%	1	1	0	0.0%	1	1	0
11-25-0235-00-00	0	0	0	0.0%	129	129	0	0.0%	129	129	0
11-99-0235-00-00	0	0	0	0.0%	0	3	3	0.0%	0	3	3
11-99-0435-00-00	0	0	0	0.0%	0	5	5	0.0%	0	5	5

Figure 71: T&A Reject Percentage Report by Contact Point (Cumulative)





## GAO Employee Locator Listing

<b>Report Number</b>	<b>CULP0055</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees by building code and contains location data for employees of the General Accounting Office (GAO).
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0055		GAO EMPLOYEE LOCATOR LISTING AS OF XX-XX-XX			PAGE 1
ORG:90-00-00	BUILDING CODE: *****	BUILDING NAME: ***** ADDRESS: ***** ** *****			
SSN	NAME	WORK PHONE NUMBER	MAIL ROOM	PHYSICAL LOCATION	EMPL ST
XXX-XX-XXXX	DOE, JANE	(***)** -***			ACTIVE
XXX-XX-XXXX	DOE, JOHN	(***)** -***			ACTIVE

Figure 72: GAO Employee Locator Listing







## Employees with NTE Dates Prior to Requested Date

<b>Report Number</b>	CULP0056
<b>Brief Description:</b>	Provides an alphabetical list of employees whose not-to-exceed (NTE) date expires prior to November 30 of the current year.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0056		EMPLOYEES WITH NTE DATES PRIOR TO REQUESTED DATE MM/DD/YY					DATE XX/XX/XX	PAGE	1
		DATE REQUESTED *** XX XX XX ***							
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
		ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFIC							
		ORG STRUCTURE LEV2 = 03 - CONTINUITY OF FINANCIAL MANAGEMENT							
LAST NAME	FIRST NAME	SERIES	GRADE	LEVEL-3	STATE	NTE DATE	ACTION TAKEN		
-----	-----	-----	-----	-----	-----	-----	-----		
DOE	JANE	0340	15	00	DC	091013			
		TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 03 =					1		

Figure 73: Employees with NTE Dates Prior to Requested Date





## Employees Without Service Computation Dates

<b>Report Number</b>	CULP0057
<b>Brief Description:</b>	Provides a list of employees with all zeros or all nines in their SCD for leave, retirement, or reduction in force (RIF).
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0057      EMPLOYEES WITHOUT SERVICE COMPUTATION DATES      DATE XX/XX/XX      PAGE 4							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AGENCY FA - FARM SERVICE AGENCY							
2ND LEV 05 - DEP ADM PROG DEL & FLD OPS							
LAST NAME	FIRST NAME	SSN	TYPE APPT	SCD/LEAVE	SCD/CSR	SCD/RIF	
Doe	John	000-00-0000	02	00/00/00	00/00/00	00/00/00	
Doe	Jane	000-00-0000	02	00/00/00	00/00/00	00/00/00	
Doe	Jas	000-00-0000	02	00/00/00	00/00/00	00/00/00	
2ND LEVEL TOTAL      3							

Figure 74: Employees Without Service Computation Dates





## Positions Titled Supervisory - Coded Nonsupervisory

<b>Report Number</b>	<b>CULP0058</b>
<b>Brief Description:</b>	Provides a list of employees with jobs titled supervisory but not coded as supervisors.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0058	POSITIONS TITLED SUPERVISORY-CODED NONSUPERVISORY						PAGE	1
		AS OF XXXXXX							
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
LAST NAME	FIRST NAME	OFFICIAL-TITLE	SERIES	GRADE	AGENCY	DIVISION	SUPERVISORY-CODE		
DOE	JANE	SUPVRY SOIL CONSVST	0457	11	16	40	4		

**Figure 75: Positions Titled Supervisory - Coded Nonsupervisory**





## Employees with FEHBA Eligibility Pending

<b>Report Number</b>	<b>CULP0059</b>
<b>Brief Description:</b>	Provides a list of employees with the Federal Employees Health Benefits Act (FEHBA) coverage code equal to four (eligible pending) because a FEHBA payroll document has not been processed.
<b>Sequence of Data:</b>	Accession year and pay period.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0059	EMPLOYEES WITH FEHBA ELIGIBILITY PENDING				DATE XXXXXX	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC							
2ND LEV 20 - ACFO FINANCIAL POLICY & PLANNG							
LAST NAME	FIRST NAME	SSN	FEHBA COVERAGE CODE	ACCESSION YR/PAY PERIOD	APPT DATE		
BOE	J/40N	XXX-XX-XXXX	4	13/04	02/24/13		
2ND LEVEL TOTAL	1						

**Figure 76: Employees with FEHBA Eligibility Pending**







## DM, Office of the Chief Financial Officer Roster

<b>Report Number</b>	<b>CULP0060</b>
<b>Brief Description:</b>	Provides a list of employees within a specific ORG structure with pertinent personnel information. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Descending grade and step.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0060		DM, OPC OF THE CHIEF FIN OFFC										PAGE 1	
		DM, OPC OF THE CHIEF FIN OFFC ROSTER											
		AS OF XX/XX/XX											
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
3RD-LEVEL-CODE: 00 -													
LAST-NAME	FIRST-NAME	OFFICIAL-TITLE	CITY	GR	STEP	T EMP	ENT-GR-DT	AGE	LOS	TIG	RNO	SEX	
DOE	JOHN	PROG ANAL	WASHINGTON	15	07	F	10/21/12	58	37	00	E	F	
DOE	JANE	DEPUTY CHIEF	WASHINGTON	00	00	F	06/27/04	43	20	08	E	M	
LEV4: 0000 -		COUNT		2									
LEV3: 00 -		COUNT		2									
LEV2 00		COUNT		002									

Figure 77: DM, OFC of the Chief FIN OFFC Roster





## Thrift Savings Plan Participation by Agency

<b>Report Number</b>	<b>CULP0061</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of employees eligible and participating in the Thrift Savings Plan (TSP) participants' contribution and Agency contributions.
<b>Sequence of Data:</b>	Retirement plan (FERS/CSRS).
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0061		THRIFT SAVINGS PLAN PARTICIPATION BY AGENCY							PAGE		1
DATE XX/XX/XX		PAY PERIOD 02									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY	RET PLAN	EMPLOYEES			PARTICIPANTS			AGENCY	% OF	TOTAL	
		ELIGIBLE	PARTCPTG	%	OWN	SVNG	% OF				
					CNTRBTNS	RATE	TOTAL	CNTRBTNS	TOTAL	TSP	
							BS-PY		BS-PY	FUNDS	
OCFO	FERS	1,259	959	76.2	255,021.01	9.3	8.0	128,946.27	4.0	383,967.28	
	CSRS	205	106	51.7	35,015.84	10.1	7.0	.00	.0	35,015.84	
	ALL	1,464	1,065	72.7	290,036.85	9.4	7.8	128,946.27	3.5	418,983.12	

Figure 78: Thrift Savings Plan Participation by Agency





## Report on Thrift Savings Plan Participation

<b>Report Number</b>	<b>CULP0062</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of employees eligible and participating in the TSP participants' contributions and Agency contributions.
<b>Sequence of Data:</b>	Retirement plan and salary range.
<b>Report Updated:</b>	After PINE is executed

REPORT ID: CULP0062		REPORT ON THRIFT SAVINGS PLAN PARTICIPATION								PAGE	1
DATE: XX/XX/XX		PAY PERIOD 05									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY: 90											
RET-PLAN	SALARY RANGE	EMPLOYEES			PARTICIPANTS		% OF	AGENCY	% OF	TOTAL	
		ELIGIBLE	PARTICIP	%	OWN	SVNG	TOTAL	CNTRBTNS	TOTAL	TSP	
					CNTRBTNS	RATE	BS-PY		BS-PY	FUNDS	
FERS	20 - 30K	9	1	11.1	55.44	5.0	5.0	55.44	5.0	110.88	
	30 - 40K	141	102	72.3	7,130.69	5.1	4.5	5,931.96	3.8	13,062.65	
	40 - 50K	211	131	62.1	15,995.78	7.1	5.3	9,961.57	3.3	25,957.35	
	00 - 50K	361	234	64.8	23,181.91	6.3	5.0	15,948.97	3.5	39,130.88	
	50K - UP	902	731	81.0	218,059.62	9.1	7.9	114,396.12	4.1	332,455.74	
	-TOTAL	1,263	965	76.4	241,241.53	8.7	7.5	130,345.09	4.0	371,586.62	
CSRS	20 - 30K	1	0	.0	.00	.0	.0	.00	.0	.00	
	30 - 40K	5	1	20.0	10.00	.7	.3	.00	.0	10.00	
	40 - 50K	20	8	40.0	1,129.40	8.2	4.7	.00	.0	1,129.40	
	00 - 50K	26	9	34.6	1,139.40	7.4	4.2	.00	.0	1,139.40	
	50K - UP	178	97	54.5	31,876.39	9.6	6.8	.00	.0	31,876.39	
	-TOTAL	204	106	52.0	33,015.79	9.5	6.6	.00	.0	33,015.79	
ALL	TOTAL	1,467	1,071	73.0	274,257.32	8.8	7.4	130,345.09	3.5	404,602.41	

Figure 79: Report on Thrift Savings Plan Participation





## Management Attainment Report Cooperative-Employees

<b>Report Number</b>	<b>CULP0063</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of cooperative employees in each RNO. For administrative series nonwage employees, see Report CULP0052. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0063										MANAGEMENT ATTAINMENT REPORT DATA AS OF XXXXXX COOPERATIVE-EMPLOYEES										PAGE 1	
AGENCY-CODE: 34										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
MALE										FEMALE										TOTAL MIN	TOTAL POP
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE		BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM					
03	02	0	0	0	0	0	0	0		0	0	0	0	0	0	1	0	1			
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%		.0%	.0%	.0%	.0%	.0%	.0%	100.0%	.0%				
LEVEL-TOTAL		0	0	0	0	0	0	0		0	0	0	0	0	0	1	0	1			
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%		.0%	.0%	.0%	.0%	.0%	.0%	100.0%	.0%				

Figure 80: Management Attainment Report Cooperative-Employees







## Employee's Effective-Date of Union-Dues Withholding

<b>Report Number</b>	<b>CULP0064</b>
<b>Brief Description:</b>	Provides a list of employees with effective date of union dues withholding.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0064	EMPLOYEE'S EFFECTIVE-DATE OF UNION-DUES WITHHOLDING	PAGE	1					
DM, OFC OF THE CHIEF FIN OFFC ACFO FINANCIAL POLICY & PLANNG									
AS OF XXXXXX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
3RD-LEVEL-CODE: 10									
SSNO	LAST NAME	FIRST NAME	CITY	LEV4	PP	OCC-SR	GRADE	BUS	DATE-EFF
xxx-xx-xxxx	DOE	JOHN	WASHINGTON	0000	GS	0510	14	7777	03-21-95

**Figure 81: Employee's Effective-Date of Union-Dues Withholding**





## Age Survey as of XX/XX/XX

<b>Report Number</b>	<b>CULP0066</b>
<b>Brief Description:</b>	Provides a list of the total number of GS and GM employees within each age group.
<b>Sequence of Data:</b>	Grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0066	AGE SURVEY AS OF XXXXXXXX												PAGE	1
	CAREER AND CAREER-CONDITIONAL GS & GM EMPLOYEES													
	IN OCCUPATIONAL SERIES XXXX													
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL O														
ORG STRUCTURE LEV2 = - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER														
	A	G	E				G	R	O	U	P	S		
GRADE	UN-25	25-29	30-34	35-39	40-44	45-49	50-54	55	56	57	58	59	60&OV	TOTAL
15	1													1
OCC. SERIES TOT	1													1

**Figure 82: Age Survey as of XX/XX/XX Career and Career-Conditional GS & GM Employees in Occupational Series 0343**





## Work Force Profile

<b>Report Number</b>	<b>CULP0067</b>
<b>Brief Description:</b>	Provides a list of the total number of GS and GM employees in professional, administrative, and technical occupational series by RNO. For a list sorted by State and series, see Report CULP0089. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0067	WORK FORCE PROFILE										PAGE	1
DATA AS OF XX/XX/XX												
SERIES: 0343	TITLE: MANAGEMENT & PROGRAM ANALYSIS											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN AM. MALE	ASIAN AM. FEMALE	AM.IND MALE	AM.IND FEMALE	TOTAL EMPLOYEES	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
15		1									1	
ENTRY-TOTAL												
MID-TOTAL												
SENIOR-TOTAL	1											
SERIES-TOTAL	1											

Figure 83: Work Force Profile





## Cooperative Education Employees

<b>Report Number</b>	<b>CULP0068</b>
<b>Brief Description:</b>	Provides a list of cooperative education employees who have specific authorization. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Special Employment Programs (PGM) Code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0068		COOPERATIVE EDUCATION EMPLOYEES DATA AS OF XXXXXX										PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY:		34	- ANIMAL AND PLANT HEALTH INSPECTION SERVICE										
2ND-LEVEL:		03	- POLICY & PROGRAM DEVELOPMENT										
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC SER	GR	ENT-GR-DT	ACC DT	BLK #55 -CD	TTL -CD	TYPE APPT	NTE-DT	SPEC PGMS -CD	RNO -CD
02	DOE	JANE	REG 531.404	0343	11	06-03-12	0826	Y	1	01	00-00-00	62	
2ND-LEVEL TOTAL													
NUMBER OF COOPERATIVE EDUCATION EMPLOYEES WITH SPECIAL PROGRAM CODE OF 62								1					
NUMBER OF HIGH SCHOOL COOPERATIVE EDUCATION EMPLOYEES					0								
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES					0								
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES					0								
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES					0								

Figure 84: Cooperative Education Employees







## Cooperative Education and Junior Fellowship Employees

<b>Report Number</b>	<b>CULP0069</b>
<b>Brief Description:</b>	Provides a list of cooperative education and junior fellowship employees who have specific OPM authorization. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Special Employment PGM Code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0069														COOPERATIVE EDUCATION AND JUNIOR FELLOWSHIP EMPLOYEES														PAGE				1	
														DATA AS OF XX/XX/XX																			
AGENCY: XX														** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
2ND-LEVEL: 00 -																																	
														BLK														SPEC					
LEV3	LAST NAME			FIRST NAME			CSC-AUTH			OCC	GR	ENT-GR-DT			ACC	#55	TTL	TYPE	NTE-DT			PGMS	RNO										
										SER					DT	-CD	-CD	APPT				-CD	-CD										
03	DOE			JOHN			SCH B 213.3202(A) HS			0326	04	04-14-97			9309	N	1	09	04-13-98			73	8										
2ND-LEVEL TOTAL																																	
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES										(SCH B213.3202C)										0													
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES										(SCH B213.3202A)										1													
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES										(SCH B213.3202B)										0													
NUMBER OF JUNIOR FELLOWSHIP EMPLOYEES										(SCH A213.3002Q)										0													
AGENCY TOTAL																																	

Figure 85: Cooperative Education and Junior Fellowship Employees





## Foreign Service Employees Eligible to Retire Currently

<b>Report Number</b>	CULP0070
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0070	FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY										PAGE	1
AS OF XX/XX/XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY 34 - ANIMAL/PLANT HEALTH INSP.SERV.												
2ND LEV 20 - INTERNATIONAL SERVICES												
PP-SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	RT CD	CURRENT AGE	ORG-STRUCTURE LOS	LEVELS 2 THRU 8	DUTY STA		
FP-0401-02	DOE JOHN AG SCIENCE OFFCR	XXX-XX-XXXX	06/03/57	07/28/91	4829	P	56	22	20-10-0030-01000000	KS-7000-000		
FP-0401-03	DOE JANE AGRICULTURAL SCIENCE OFFICER	XXX-XX-XXXX	12/09/57	08/11/91	4829	P	55	21	20-12-0001-00000000	PM-8015-000		
FP-0401-02	DOE JAS AGRICULTURAL SCIENCE OFFICER-VMO	XXX-XX-XXXX	04/22/57	10/20/91	4829	P	56	21	20-01-0001-00000000	11-0010-001		

Figure 86: Foreign Service Employees Eligible to Retire Currently



<b>Report Number</b>	<b>CULP0071</b>
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently or within 1 year.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

**Figure 87: Foreign Service Employees Eligible to Retire Currently or Within 1 Year**





## Foreign Service Employees Eligible to Retire Currently or Within 2 Years

<b>Report Number</b>	CULP0072
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently or within 2 years.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0072		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS										PAGE 1
		AS OF XXXXXX										
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
		AGENCY 34 - ANIMAL/PLANT HEALTH INSP.SERV.										
		2ND LEV 20 - INTERNATIONAL SERVICES										
PP-SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	RT CD	CURRENT AGE	ORG-STRUCTURE LOS	LEVELS 2 THRU 8	DUTY STA		
FP-0401-01	DOE JOHN AGRICULTURAL SCIENCE OFFICER	XXX-XX-XXXX	05/29/63	04/30/90	4829	P	50	23	20-08-0026-00000000	TH-2000-000		
FP-0401-02	DOE JANE AG SCIENCE OFFCR	XXX-XX-XXXX	06/03/57	07/28/91	4829	P	56	22	20-10-0030-01000000	KS-7000-000		
FP-0401-03	DOE JAS AGRICULTURAL SCIENCE OFFICER	XXX-XX-XXXX	12/09/57	08/11/91	4829	P	55	21	20-12-0001-00000000	PM-8015-000		
TOTAL EMPLOYEES FOR LEVEL 2		3										
TOTAL EMPLOYEES FOR REPORT		3										

Figure 88: Foreign Service Employees Eligible to Retire Currently or Within 2 Years







## Foreign Service Employees Eligible to Retire Currently or Within 3 Years

<b>Report Number</b>	<b>CULP0073</b>
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently or within 3 years.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0073		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS										PAGE 1
		AS OF XXXXXX										
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
		AGENCY 34 - ANIMAL/PLANT HEALTH INSP.SERV.										
		2ND LEV 20 - INTERNATIONAL SERVICES										
PP-SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	RT CD	CURRENT AGE	ORG-STRUCTURE LOS	LEVELS 2 THRU 8	DUTY STA		
FP-0401-02	DOE JOHN AGRICULTURAL SCIENCE OFFICER	A XXX-XX-XXXX	02/23/66	09/18/88	4829	P	47	24	20-06-0001-00000000	PE-5000-000		
FP-0401-02	DOE JANE AGRICULTURAL SCIENCE OFFICER	R XXX-XX-XXXX	08/21/63	03/10/90	4829	P	49	23	20-08-0025-00000000	RP-3800-000		
TOTAL EMPLOYEES FOR LEVEL 2		2										
TOTAL EMPLOYEES FOR REPORT		2										

**Figure 89: Foreign Service Employees Eligible to Retire Currently or Within 3 Years**





## Foreign Service Employees Eligible to Retire Currently or Within 4 Years

<b>Report Number</b>	<b>CULP0074</b>
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently or within 4 years.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0074		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 4 YEARS										PAGE	2
		AS OF XXXXXX											
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
		AGENCY 34 - ANIMAL/PLANT HEALTH INSP.SERV.											
		2ND LEV 20 - INTERNATIONAL SERVICES											
PP-SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	RT CD	CURRENT AGE LOS	ORG-STRUCTURE LEVELS 2 THRU 8	DUTY STA				
FP-0401-02	DOE JOHN AGRICULTURAL SCIENCE OFFICER	XXX-XX-XXXX	07/14/51	02/14/88	4829	P	62 25	20-12-0001-00000000	PM-8015-000				
FE-0401-03	DOE JANE SENIOR AG SCIENCE OFFICER	XXX-XX-XXXX	11/07/58	05/08/88	4829	P	54 25	20-12-0001-00000000	PM-8015-000				
TOTAL EMPLOYEES FOR LEVEL 2		27											
TOTAL EMPLOYEES FOR REPORT		27											

Figure 90: Foreign Service Employees Eligible to Retire Currently or Within 4 Years





## Foreign Service Employees Eligible to Retire Currently or Within 5 Years

<b>Report Number</b>	<b>CULP0075</b>
<b>Brief Description:</b>	Provides a list of foreign service employees eligible to retire currently or within 5 years.
<b>Sequence of Data:</b>	POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0075		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 5 YEARS										PAGE	2
		AS OF XXXXXX											
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
		AGENCY 34 - ANIMAL/PLANT HEALTH INSP.SERV.											
		2ND LEV 20 - INTERNATIONAL SERVICES											
PP-SER-GR	NAME OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	RT CD	CURRENT AGE	ORG-LOS	STRUCTURE LEVELS 2 THRU 8	DUTY STA			
FP-0401-02	DOE JANE AGRICULTURAL SCIENCE OFFICER	XXX-XX-XXXX	07/14/51	02/14/88	4829	P	62	25	20-12-0001-00000000	PM-8015-000			
FE-0401-03	DOE JOHN SENIOR AG SCIENCE OFFICER	XXX-XX-XXXX	11/07/58	05/08/88	4829	P	54	25	20-12-0001-00000000	PM-8015-000			
TOTAL EMPLOYEES FOR LEVEL 2		28											
TOTAL EMPLOYEES FOR REPORT		28											

Figure 91: Foreign Service Employees Eligible to Retire Currently or Within 5 Years





## Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Series)

<b>Report Number</b>	<b>CULP0076</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.
<b>Sequence of Data:</b>	Series and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0076		PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XXX/XX/XX						PAGE 1	
								** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
		AGENCY 34							
SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO %	CURRENTLY OR WITHIN 1 YEAR NO %	CURRENTLY OR WITHIN 2 YEARS NO %	CURRENTLY OR WITHIN 3 YEARS NO %	CURRENTLY OR WITHIN 4 YEARS NO %	CURRENTLY OR WITHIN 5 YEARS NO %		
SERIES	0401								
0401-01	3	3 100.00	3 100.00	3 100.00	3 100.00	3 100.00	3 100.00		
0401-02	2	1 50.00	1 50.00	2 100.00	2 100.00	2 100.00	2 100.00		
0401-03	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00		
TOTAL	6	5 83.33	5 83.33	6 100.00	6 100.00	6 100.00	6 100.00		
AGENCY WIDE	6	5 83.33	5 83.33	6 100.00	6 100.00	6 100.00	6 100.00		

**Figure 92: Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years Employment**







## Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Pay Plan)

<b>Report Number</b>	<b>CULP0077</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.
<b>Sequence of Data:</b>	Pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0077		PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX/XX/XX						PAGE 1
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
		AGENCY 34						
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO %	CURRENTLY OR WITHIN 1 YEAR NO %	CURRENTLY OR WITHIN 2 YEARS NO %	CURRENTLY OR WITHIN 3 YEARS NO %	CURRENTLY OR WITHIN 4 YEARS NO %	CURRENTLY OR WITHIN 5 YEARS NO %	
PAY PLAN FE								
FE-01	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
FE-02	1			1 100.00	1 100.00	1 100.00	1 100.00	
TOTAL	2	1 50.00	1 50.00	2 100.00	2 100.00	2 100.00	2 100.00	
PAY PLAN FP								
FP-01	2	2 100.00	2 100.00	2 100.00	2 100.00	2 100.00	2 100.00	
FP-02	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
FP-03	1	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	1 100.00	
TOTAL	4	4 100.00	4 100.00	4 100.00	4 100.00	4 100.00	4 100.00	
AGENCY WIDE	6	5 83.33	5 83.33	6 100.00	6 100.00	6 100.00	6 100.00	

**Figure 93: Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years**





## Location of PFT Engineering Employees in Selected Occupational Series

<b>Report Number</b>	<b>CULP0078</b>
<b>Brief Description:</b>	Provides a list of the total number of Permanent Full Time (PFT) engineering employees in occupational series Engineering Technician Series 0802, Construction Control Technical Series 0809, or All Professional Engineering Positions 0800.
<b>Sequence of Data:</b>	Series.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0078		LOCATION OF PFT ENGINEERING EMPLOYEES IN SELECTED OCCUPATIONAL SERIES										PAGE 1
		GRADE 3-12										
		DATA AS OF XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
AGENCY: 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE												
2ND-LEVEL: 70 - NATIONAL FINANCE CENTER OFFICE OF THE DI												
OCC	LEV3	GR	GR	GR	GR	GR	GR	GR	GR	GR	GR	TOT
SER		03	04	05	06	07	08	09	10	11	12	
0802	08	----	----	1	----	----	----	----	----	----	----	1
	TOTALS			1								1

Figure 94: Location of PFT Engineering Employees in Selected Occupational Series





## Minorities and Women in Professional Engineering Positions

<b>Report Number</b>	<b>CULP0079</b>
<b>Brief Description:</b>	Provides an alphabetical list of minorities and women in professional engineering positions. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0079	MINORITIES AND WOMEN IN PROFESSIONAL ENGINEERING POSITIONS PFT, PPT, AND PWAE EMPLOYEES DATA AS OF XX/XX/XX							PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
ORG-STRUCTURE-CODE-AGENCY : 90 DM, OFC OF THE CHIEF FIN OFFC								
ORG-STRUCTURE-CODE-2ND-LEV : 70 NFC OFFICE OF THE DIRECTOR								
	LEV-3	LEV-4	LAST NAME	FIRST NAME	OCC. SER	GR	RNO -CD	TTL -CD
	10	0300	Doe	Jane	0801	13	E	F
LEVEL-4	TOTALS -- MINORITY :		0 WOMEN :	1 MINORITY WOMEN :	0			
LEVEL-3	TOTALS -- MINORITY :		0 WOMEN :	1 MINORITY WOMEN :	0			
LEVEL-2	TOTALS -- MINORITY :		0 WOMEN :	1 MINORITY WOMEN :	0			
AGENCY TOTALS	----- MINORITY :		0 WOMEN :	1 MINORITY WOMEN :	0			

**Figure 95: Minorities and Women in Professional Engineering Positions PFT, PPT, and PWAE Employees**





## Active Employees Eligible for Horse Allowance

<b>Report Number</b>	CULP0080
<b>Brief Description:</b>	Provides an alphabetical list of employees eligible and receiving horse allowance with other pertinent personnel information.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0080		ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE AS OF XXXXXX										PAGE	2	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
LAST NAME	FIRST NAME	M	SOC.	SEC.	NUM	PAY	GRD	OCCUP	ORGANIZATIONAL	-----	DUTY STATION	-----	TYPE	HORSE
		I				PLAN		SERIES	STRUCTURE	CITY NAME	STATE	OF	EMPLOYMENT	ALLOWANCE
								CODE	CODES		ABBR.			AMOUNT
DOE	JOHN		XXX-XX-XXXX			GS	12	0704	34-50-31-0021-20000000	RIO GRANDE	CITY		TX FULL TIME	230.03
DOE	JANE		XXX-XX-XXXX			GS	08	0704	34-50-31-0021-20030000	RIO GRANDE	CITY		TX FULL TIME	230.03
DOE	JAS		XXX-XX-XXXX			GS	08	0704	34-50-31-0021-20060000	MISSION			TX FULL TIME	230.03
NUMBER OF ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE -										72	TOTAL ALLOWANCE AMOUNT -		16,562.16	

Figure 96: Active Employees Eligible for Horse Allowance







## Permanent Women Foresters in Southwestern Region "Region X"

<b>Report Number</b>	CULP0081
<b>Brief Description:</b>	Provides a list of women foresters in each region with other pertinent personnel information.
<b>Sequence of Data:</b>	ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0081		PERMANENT WOMEN FORESTERS IN SOUTHWESTERN REGION, R-3							PAGE 26		
		DATA AS OF XX/XX/XX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
LEV3	LEV4	FIRST NAME	I	LAST NAME	OFFICIAL TITLE	GRADE	ENTERED CURRENT GRADE	ACCESSION DATE	EDUCATION LEVEL*	INSTRUCTIONAL PROGRAM	DEGREE YEAR
05	0005	JANE	L	DOE	FORSTR	09	07/03/11	0807	13	030501	10
TOTAL NUMBER OF WOMEN FORESTERS IN UNIT 05					1						
* 13 = BA 17 = MA 21 = PHD											

Figure 97: Permanent Women Foresters in Southwestern Region, R-X





## Employee Roster -- Labor Relations Codes -- Including Temporaries

<b>Report Number</b>	<b>CULP0082</b>
<b>Brief Description:</b>	Provides a list of employees and their labor relations code within a specific ORG structure and pay plan.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0082	EMPLOYEE ROSTER -- LABOR-RELATIONS CODES -- 005MISCELLANEOUS INCLUDING TEMPORARIES AS OF XX/XX/XX					PAGE 1		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC								
ORG LOCATION LEV3-8	PP-SERIES-GR	OFFICIAL TITLE	IP-NO	LAST NAME	FIRST NAME	BUS CODE	SPV	PATCO CODE
01-0000-00000000	GS--0510--13	STAFF ACCTNT	001HQ	DOE	JANE	7777	8	P
TOTAL EMPLOYEES FOR LEVEL-4		1						
TOTAL EMPLOYEES FOR LEVEL-3		1						
TOTAL EMPLOYEES FOR LEVEL-2		04	1					

**Figure 98: Employee Roster -- Labor-Relations Codes -- 005 Miscellaneous Including Temporaries**





## Roster of Merit Pay Employees - Regional Office

<b>Report Number</b>	<b>CULP0084</b>
<b>Brief Description:</b>	Provides a list of regional office merit pay employees with a grade 13 or above.
<b>Sequence of Data:</b>	ORG structure and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0084		ROSTER OF MERIT PAY EMPLOYEES -- REGIONAL OFFICE								PAGE	2
		DATA AS OF XXXXXX									
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AGENCY:		11	- FOREST SERVICE								
LEVEL-2:		02	- ROCKY MOUNTAIN REGION, R-2								
LEV3	LEV4	LAST NAME	FIRST NAME	SS #	PAY PLAN	GRADE	STEP	SALARY	SUPV-POS	EMP-OFF	
00	0015	DOE	JOHN	XXXXXXXX	GM	13	00	114158.00	5	5061	
LEV3 TOTAL COUNT		1									
LEV2 TOTAL COUNT		1									

Figure 99: Roster of Merit Pay Employees - Regional Office





## Roster of Merit Pay Employees

<b>Report Number</b>	<b>CULP0085</b>
<b>Brief Description:</b>	Provides a list of field merit pay employees with a grade 13 or above.
<b>Sequence of Data:</b>	ORG structure and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0085		ROSTER OF MERIT PAY EMPLOYEES							PAGE	1
		DATA AS OF XX/XX/XX								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
AGENCY:		90	- DM, OFC OF THE CHIEF FIN OFFC							
LEVEL-2:		70	- NFC OFFICE OF THE DIRECTOR							
LEV3	LEV4	LAST NAME	FIRST NAME	SS #	PAY PLAN	GRADE	STEP	SALARY	SUPV-POS	EMP-OFF
04	0020	DOE	JOHN	XXXXXXXXXX	GM	13	00	71553.00	5	5317
ORG-LEV3		COUNT	1							
LEV2 TOTAL		COUNT	1							
AGENCY TOTAL		COUNT	1							

Figure 100: Roster of Merit Pay Employees







## New Hires and Promotions for Selected Year 20XX

<b>Report Number</b>	<b>CULP0086</b>
<b>Brief Description:</b>	Provides a list of the number of new hires and promotions within a pay plan and occupational series for a selected year.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0086		NEW HIRES AND PROMOTIONS FOR SELECTED YEAR 2000		PAGE 1	
		PERMANENT GS & GM EMPLOYEES - OCCUPATIONAL-SERIES: 0344			
		DATA AS OF XX/XX/XX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
AGENCY:	90 - DM, OFC OF THE CHIEF FIN OFFC	LEVEL-3:	30 - CONTROLLER'S OPERATN DIVISION		
LEVEL-2:	10 - ACFO FOR FINANCIAL OPERATIONS	LEVEL-4:	0030 - FINANCIAL REPORTING BRANCH		
	GRADE	NEW HIRES	COMPETITIVE PROMOTION	OTHER PROMOTION	TOTAL PROMOTION
	07	1			
	LEV4 TOTAL	1	----	----	----
	LEV3 TOTAL	1	----	----	----
		----	----	----	----
	OCC-SERIES-TOTAL	1			

**Figure 101: New Hires and Promotions for Selected Year 20XX - Permanent GS & GM Employees - Occupational-Series: 0344**





## Alphabetic Roster of Employees

<b>Report Number</b>	CULP0087
<b>Brief Description:</b>	Provides an alphabetical list of employees with pertinent personnel information.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0087	ALPHABETIC ROSTER OF EMPLOYEES	DATE XX/XX/XX	PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC			
2ND LEV 04 - PLANNING AND ACCT DIVISION			
LAST NAME	FIRST NAME	MIDDLE NAME	SSN ORGANIZATIONAL LEVELS 3-8
DOE	JANE		XXX-XX-XXXX 01-0000-00-00-00
2ND LEVEL TOTAL	1		

Figure 102: Alphabetic Roster of Employees





## Roster of Employees in SSN Sequence

<b>Report Number</b>	<b>CULP0088</b>
<b>Brief Description:</b>	Provides a list of employees with pertinent personnel information.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0088		ROSTER OF EMPLOYEES IN SSN SEQUENCE					DATE XX/XX/XX		PAGE 1		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC											
2ND LEV 04 - PLANNING AND ACCT DIVISION											
SSN	LAST NAME	FIRST NAME	M	ORG STRUCT	LEV 3-8	CONTACT POINT	EMP OFF	IP NO.	MR NO.	OCCU SERIES PP	GRADE/STEP
xxx-xx-xxxx	DOE	JOHN	I	01-0000-00-00-00-00		90-11-0010-01-20	5317	001HQ	E00799	0510	GS 13 10
2ND LEVEL TOTAL		1									

Figure 103: Roster of Employees in SSN Sequence





## Work Force Profile

<b>Report Number</b>	<b>CULP0089</b>
<b>Brief Description:</b>	Provides a list of the total number of GS and GM employees in each occupational series and grade by RNO. For a list sorted by series and grade, see Report CULP0067. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

08 16

REPORT ID CULP0089

DM, OFC OF THE CHIEF FIN OFFC  
WORK FORCE PROFILE

PAGE 1

DATA AS OF XX/XX/XX

\*\* SENSITIVE PERSONNEL DATA - USE IS RESTRICTED \*\*

STATE: 08 - CO  
SERIES: 2210

TITLE: INFORMATION TECHNOLOGY SPECIALIST

GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN AM. MALE	ASIAN AM. FEMALE	AM.IND MALE	AM.IND FEMALE	TOTAL EMPLOYEES
11	2		2	1	1		1			1	8
12			1								1
13	1										1
											ENTRY-TOTAL
											MID-TOTAL 9
											SENIOR-TOTAL 1
											SERIES-TOTAL 10
STATE TOTAL	3		3	1	1		1			1	10

Figure 104: Work Force Profile







## Seniority Listing

<b>Report Number</b>	<b>CULP0090</b>
<b>Brief Description:</b>	Provides a list of employees by tenure based on the accession date in each ORG structure. For a list sorted by descending grade, see Report CULP0124.
<b>Sequence of Data:</b>	Accession date.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0090										(FMHA)		SENIORITY LISTING				DATE XX/XX/XX				PAGE		4			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																									
BARGAINING UNIT STATUS CODE 0560										AGENCY FA - FARM SERVICE AGENCY															
EMPLOYING OFFICE 0000										LEVEL 2 04 - XXXX															
										LEVEL 3 01 - XXXX															
										LEVEL 4 0000 - XXXX															
LAST NAME		FIRST NAME		M		I		SSN		ACCESSION DATE		TYPE		ORG LEVELS		PAY		EMPL		5-8		PLAN GRADE		***** REMARKS *****	
SMITHS		JOHNSON		S				000-00-0000		XX/XX/XX		1		02-03-03-00		GS				04					
JOHN		ANDRE		W				000-00-0000		XX/XX/XX		1		02-03-03-00		GS				05					
8TH LEVEL TOTAL		2																							
7TH LEVEL TOTAL		2																							
6TH LEVEL TOTAL		2																							
5TH LEVEL TOTAL		2																							
4TH LEVEL TOTAL		2																							

Figure 105: Seniority Listing





## Position Review List

<b>Report Number</b>	<b>CULP0091</b>
<b>Brief Description:</b>	Provides a list of employee names and official titles within a specific duty station.
<b>Sequence of Data:</b>	ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0091		POSITION REVIEW LIST AS OF XX/XX/XX										PAGE 1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY 90		DM, OFC OF THE CHIEF FIN OFFC										MNGR/SUPVR DATA DUTIES JOB DESC EFF ORG ACCURATE	
ORG LEVEL 2 00		DM, OFC OF THE CHIEF FIN OFFC											
ORG LEVEL 3 00													
ORG LEVEL 4 0000													
IP NO	MR NO	LAST NAME	F I	OFFICIAL TITLE	OCC PP SER	GR	DUTY STATION CITY	ST	YES	NO	YES	NO	REMARKS
001HQ	F00791	DOE	J	DEPUTY CHIEF FINANCIAL OFFICER	ES 0505	00	WASHINGTON	DC	:	:	:	:	
90586735	F02439	DOE	L	PROG ANAL	GS 0343	15	WASHINGTON	DC	:	:	:	:	
ORG LEVEL 4 0000		COUNT	2										
ORG LEVEL 3 00		COUNT	2										
ORG LEVEL 2 00		COUNT	2										

Figure 106: Position Review List





## New Career Appointments

<b>Report Number</b>	<b>CULP0092</b>
<b>Brief Description:</b>	Provides an alphabetical list of new career appointments for a fiscal year. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	ORG structure and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID		CULP0092										NEW CAREER APPOINTMENTS -- ACFO FOR FINANCIAL OPERATIONS -- FY 00										PAGE		1	
DATA AS OF XX/XX/XX																									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																									
AGENCY:		90		- DM, OFFICE OF THE CHIEF FINANC																					
LEVEL2:		10		- ACFO FOR FINANCIAL OPERATIONS																					
LEV3	LEV4	FIRST NAME	LAST NAME	PP SER.	GR	OCC. CURRENT GRADE	TA CD	TOT FED SVC	YR PP HIRED	IP NO.	MR-NO.	OFFICAL TITLE	MGD CD												
10	0000	JANE	DOE	GS 0510	15	03/06/05	1	21	0009	001HQ	F01983	SUPVY ACCTNT	E												
		LEV4 0000 COUNT		1																					
		LEV3 10 COUNT		1																					
		LEV2 10 COUNT		1																					

Figure 107: New Career Appointments -- ACFO for Financial Operations -- FY XX





## Supervisory Employee Listing

<b>Report Number</b>	<b>CULP0094</b>
<b>Brief Description:</b>	Provides an alphabetical list of supervisory employees with ORG structure and supervisory codes.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0094	SUPERVISORY EMPLOYEE LISTING AS OF XX/XX/XX	DATE XX/XX/XX PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC		
LAST NAME	FIRST NAME	M I ORGANIZATIONAL STRUCTURE CODES POSITION SUPERVISORY CODE
DOE	JOHN	D 90-70-20-0600-1010 2
DOE	JANE	W 90-70-20-0200-10 2

Figure 108: Supervisory Employee Listing







## Soil Scientists, Hydrologists, and Geologists

Report Number	CULP0095
Brief Description:	Provides a list of soil scientist, hydrologists, and geologists.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

REPORT ID CULP0095		SOIL SCIENTISTS, HYDROLOGISTS AND GEOLOGISTS				PAGE 1	
		OCCUPATIONAL SERIES CODE : 0470		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
		DATA AS OF XXXXXX					
ORG-STRUCTURE-CODE-AGENCY : 03 AGRICULTURAL RESEARCH SERVICE							
ORG-STRUCTURE-CODE-2ND-LEV : 01 HEADQUARTERS							
PERSONNEL							
LEV-3	LEV-4	LAST NAME	FIRST NAME	GRADE	TYPE APPT	IP NO.	OFFICIAL TITLE
02	0202	DOE	JOHN	15	01	006H1231	SOIL SCNTST
OCC-SER TOTALS - : 1							
LEV-2 TOTALS - : 1							

Figure 109: Soil Scientists, Hydrologists, and Geologists





## Time in Grade Comparison

<b>Report Number</b>	CULP0096
<b>Brief Description:</b>	Provides the number of employees in each year-in-grade category within each occupational series.
<b>Sequence of Data:</b>	Grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0096	TIME IN GRADE COMPARISON - AS OF XX/XX/XX CAREER AND CAREER-CONDITIONAL EMPLOYEES														PAGE	1
IN OCCUPATIONAL SERIES 0343																
ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL O														** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
ORG STRUCTURE LEV2 = - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER																
	0-1	2	3	4	5	6	7	8	9	10	11-15	16-20	21-25	OVER 25		
GRADE	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	YR IN	TOTAL	
15	1														1	

Figure 110: Time in Grade Comparison Career and Career-Conditional Employees





## Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX

<b>Report Number</b>	<b>CULP0098</b>
<b>Brief Description:</b>	Provides a list of new permanent two-grade interval employees within a selected fiscal year with effective date and PATCO Code. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

```

REPORT ID CULP0098      WORKSHEET FOR PERMANENT TWO-GRADE INTERVAL EMPLOYEES RECRUITED IN FISCAL YEAR 1900

                        DATA AS OF XX/XX/XX      -- DATA FROM XX/XX/XX THRU XX/XX/XX

                        ACCTG PLCY & CONSLTD REPTG DV
AGENCY:  90  -  EM, OPC OF THE CHIEF FIN OFFC      ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL2:  10  -  ACFO FOR FINANCIAL OPERATIONS

LEV3  10 NEW ACCESSIONS:

      LAST NAME      FIRST NAME      OCC SER      GR      DATE EFF      PATCO
      DOE            JOHN            0510      15      XX/XX/XX      001

LEV3  10 TOTAL NEW ACCESSIONS: ALL-  1  MINORITIES -  0  WOMEN -  0

"Two-Grade Interval" Employees are in the following Occupational Series:

0020 0023 0110 0142 0150 0160 0170 0190 0193 0201 0212 0221 0230 0233 0235 0260 0334 0340 0341 0342 0343 0345
0401 0408 0414 0430 0434 0437 0454 0457 0460 0470 0480 0482 0486 0501 0504 0505 0510 0560 0801 0807 0808 0810
0819 0830 0855 0880 0881 1035 1071 1081 1082 1084 1102 1103 1104 1170 1171 1315 1320 1350 1370 1373 1380 1529
1640 1654 1701 1811 1825 2010 2030 2101 2150 2181      AND THE FOLLOWING AT GS-11 AND UP -- 0301 1001 1101

LEV3  10 ADDITION (2-GR UPWARD MOB. OR INTERNAL CONVERSIONS ; COOP-ED OR TEMPORARIES CONV. TO PERM)

LAST NAME      FIRST NAME      OCC SER.  GR  EFF DATE  UP-MOB.OR INT.CONV?  SERIES-GR CONV.FROM  COOP-ED TO PERM  TEMP TO PERM

LEV2  10 TOTAL NEW ACCESSIONS: ALL-  1  MINORITIES -  0  WOMEN -  0

```

Figure 111: Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX





## Error Analysis for T&A Processing

<b>Report Number</b>	<b>CULP0099</b>
<b>Brief Description:</b>	Provides a list of T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	T&A contact point.
<b>Report Updated:</b>	After TIME is executed.

REPORT ID: CULP0099

PROCESSING PAY PERIOD: 14

AGENCY: FOREST SERVICE

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

DATE PREPARED: XX/XX/XX

PASS NO. 02

PAGE 1

MISSING PERSONNEL ACTIONS

CONTACT POINT	E/O	NAME LAST	F M	SSNO	MSG. NO.	P/P ON TA	ERROR MESSAGE DESCRIPTION
11 35 2502 00 00	5035	DOE	J L	XXXXXXXX	348	14	T&A CODED FINAL - NO SEPARATION ACTION
ORG STRUCTURE - 11 53 01 0002 04							

\*\*\* CONTACT POINT TOTAL T&A-S: 1 TOTAL ERRORS: 1

\*\* PERSONNEL DATA BASE NOT IN AGREEMENT WITH T&A CODING \*\*

11 35 2506 00 00	5035	DOE	K L	XXXXXXXX	233	14	EMPLOYEE INELIGIBLE FOR COLA/POST DIFFERENTIAL
ORG STRUCTURE - 11 51 06 0000 00							

\*\*\* CONTACT POINT TOTAL T&A-S: 1 TOTAL ERRORS: 1

\*\*\* EMPLOYING OFFICE TOTAL T&A-S: 2 TOTAL ERRORS: 2

Figure 112: Error Analysis for T&A Processing







## Current Employees Use of Official Time for Union Business

<b>Report Number</b>	<b>CULP0100</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees with pay transaction codes 35, 36, 37, and 38 and includes the number of accumulated hours for a specific pay period for each employee.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After BEAR is executed.

REPORT: CULP0100		CURRENT EMPLOYEES USE OF OFFICIAL TIME FOR UNION BUSINESS					PAGE: 1
DATE: XX/XX/XX		ACCUMULATED FOR PAY PERIOD 1913					
DM, OFFICE OF THE CHIEF FINANCIAL OFFICER							
-----	CURRENT NAME		-----				
LAST	FIRST	MI	ORG. STRUCTURE	PAY PLAN	GRADE	TRAN CODE	ACCUMULATED HOURS
DOE	JANE		90-70-20-0400-10100000	GS	11	37	8.00
DOE	JOHN		90-70-20-0200-10401000	GS	07	37	52.50

Figure 113: Current Employees Use of Official Time for Union Business





## Mailing List of Residence Addresses

<b>Report Name</b>	<b>CULP0101</b>
<b>Brief Description:</b>	Provides a list of employees and their residence addresses.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0101		MAILING LIST OF RESIDENCE ADDRESSES				PAGE 1	
DATE XX/XX/XX							
		90 OCFO DM, OFC OF THE CHIEF FIN OFFC					
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
C M DOE		M G DOE		J A DOE JR		G R DOE	
11 N RANDALL DRIVE		11 N RANDALL DR		70 B STREET		12 THIRD AVE	
SLIDELL		LA 70458		SLIDELL		LA 70433	
				COVINGTON		PICAYUNE	
						MS 39466	
D N DOE		L Y DOE		C A DOE		D K DOE	
51 COUSIN STREET		52 WALL BLVD APT 165		14 NORTH GALVEZ STREET		47 WADE DRIVE	
SLIDELL		LA 70458		GRETNA		LA 70056	
				NEW ORLEANS		LA 70119	
						METAIRIE	
						LA 70003	

**Figure 114: Mailing List of Residence Addresses**





## Statistical Separation Report

<b>Report Number</b>	<b>CULP0102</b>
<b>Brief Description:</b>	Provides a list of the number of separations within a specific occupational series by State and includes the reason for the separation.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0102		U S D A				PAGE	1
DATE: XX/XX/XX		DM, OFC OF THE CHIEF FIN OFFC					
		STATISTICAL SEPARATION REPORT					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
OCCUPATIONAL SERIES: 0080 SECUR ADM							
STATE NAME	STATE CODE	PAY PLAN	GRADE	SEPARATION (NOA) CODE	NUMBER OF SEPARATIONS	REASON OR REMARKS	
LA	22	GS	13	90205	1	TERMINATION-APPT IN(LOWER GRADE)	
TOTAL SEPARATIONS BY OCC SER:				1			

Figure 115: Statistical Separation Report





## List of Position Numbers

<b>Report Name</b>	<b>CULP0103</b>
<b>Brief Description:</b>	Provides a list of employees' position numbers and other pertinent personnel information.
<b>Sequence of Data:</b>	Pay plan and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0103										LIST OF POSITION NUMBERS AS OF										PAGE 1									
DM, OFC OF THE CHIEF FIN OFFC PLANNING AND ACCT DIVISION																													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																													
ORG LEVEL 3 01										AUDIT FOLLOW UP AND RESLTION																			
ORG LEVEL 4 0000																													
OCC																													
PP	SER	GR	IP	NO.	MR	NO.	SSN	LAST	NAME	OFFICIAL	TITLE	FLS	BUS	SPV	SEN	T-A	DUTY	STATION	CITY	STATE									
GS	0510	13	001HQ		E00799	XXX-XX-XXXX	DOE	STAFF	ACCTNT			E	7777	8	1N	01	0010	DC											







## Position Review List of Stay in School Employees

<b>Report Number</b>	<b>CULP0104</b>
<b>Brief Description:</b>	Provides a list of stay-in-school employees' position numbers and other pertinent personnel information.
<b>Sequence of Data:</b>	Pay plan and grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0104		POSITION REVIEW LIST OF STAY IN SCHOOL EMPLOYEES AS OF XXXXXX						PAGE 1		
AGENCY 03		AGR. RESEARCH SERVICE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG LEVEL 2 60		FIELD ORGANIZATION		MNGR/SUPVR DATA						
ORG LEVEL 3 66		SOU ATLANTIC AREA(ATHENS,GA)		DUTIES JOB DESC						
ORG LEVEL 4 6612		ATHENS, GA		EFF ORG ACCURATE						
		F				DUTY STATION				
IP NO.	MR NO.	LAST NAME	I	OFFICIAL TITLE	OCC SER GR	CITY	ST	YES NO	YES NO	REMARKS
005A459	SA459	DOE		J FINANCL TECHNCN	GS 0503 07	ATHENS	GA	:	:	:
ORG LEVEL 5 01		LOCATION SUPPORT STAFF		COUNT 1						
ORG LEVEL 4 6612		COUNT	1							
ORG LEVEL 3 66		COUNT	1							
ORG LEVEL 2 60		COUNT	01							
AGENCY 03		COUNT	001							

Figure 117: Position Review List of Stay in School Employees





## List of Employees with Incorrect FLSA Codes

<b>Report Number</b>	<b>CULP0105</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees with incorrect Fair Labor Standards Act (FLSA) codes.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0105		LIST OF EMPLOYEES WITH INCORRECT FLSA CODES AS OF XX/XX/XX					PAGE 1	
AGENCY: 11 - FOREST SERVICE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG LEVEL 2: 01 - NORTHERN REGION, R-1								
ORG LEVEL 3: 11 - GALLATIN NAT'L FOR								
ORG LEVEL 4: 0000 -								
LAST NAME	FIRST NAME	MI	OFFICIAL TITLE	FLSA	PAY PLAN	OCC SER	GRADE	MR NO.
DOE	JOHN	A	FRSTRY TECHNCN SMKJMPR	N	GS	0462	08	XXXXXX
ORG LEVEL 4: 0000		COUNT	1					
ORG LEVEL 3: 11		COUNT	1					
ORG LEVEL 2: 01		COUNT	01					

Figure 118: List of Employees with Incorrect FLSA Codes





## Position Sensitivity Codes

<b>Report Number</b>	<b>CULP0106</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees' position sensitivity codes for a selected ORG structure.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0106	POSITION SENSITIVITY CODES	DATE AS OF	XX/XX/XX	PAGE	1
ORG-STRUCTURE-CODE-AGENCY	: 90	DM, OFFICE OF THE CHIEF FINANCIAL OFFICE				
ORG-STRUCTURE-CODE-2ND-LEV	: 04	PLANNING AND ACCOUNTABILITY DIVISION				
ORG-STRUCTURE-CODE-3RD-LEV	: 01	AUDIT FOLLOW UP AND RESLTION				
ORG-STRUCTURE-CODE-4TH-LEV	: 0000				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
POS						
SEN	DUTY STATION	EMPLOYEE NAME	PP	OCC	GR	OFFICIAL TITLE
CD	ST CITY	LAST FIRST SSNO	SER			REMARKS
1N	DC WASHINGTON	DOE JOHN	GS	0510	13	STAFF ACCTNT
TOTALS - :		1				

Figure 119: Position Sensitivity Codes





## Work Force Profile by Organizational Structure

<b>Report Number</b>	<b>CULP0107</b>
<b>Brief Description:</b>	Provides a list of the number of employees within each RNO. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0107				WORK FORCE PROFILE BY ORGANIZATIONAL STRUCTURE AS OF XX/XX/XX						PAGE 1 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
AGENCY: 90 DM, OPC OF THE CHIEF FIN OFFC				LEVEL 5: 00						LEVEL 5: 00					
LEVEL 2: 04 PLANNING AND ACCT DIVISION				LEVEL 6: 00						LEVEL 6: 00					
LEVEL 3: 01 AUDIT FOLLOW UP AND RESLTION				LEVEL 7: 00						LEVEL 7: 00					
LEVEL 4: 0000				LEVEL 8: 00						LEVEL 8: 00					
SERIES TITLE		PAY	GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN MALE	ASIAN FEMALE	AM.IND MALE	AM.IND FEMALE	TOT EMPL	
0510 ACCOUNTING		GS	13				1							1	
ORGANIZATIONAL LEVEL 4 TOTAL				---	---	---	1	---	---	---	---	---	---	1	
ORGANIZATIONAL LEVEL 3 TOTAL				---	---	---	1	---	---	---	---	---	---	1	
ORGANIZATIONAL LEVEL 2 TOTAL				---	---	---	1	---	---	---	---	---	---	1	

Figure 120: Work Force Profile by Organizational Structure







## Employment Summary

<b>Report Number</b>	<b>CULP0108</b>
<b>Brief Description:</b>	Provides the number of permanent full-time, part-time, and other types of employees in active and nonduty status. The report also provides the ceiling and nonceiling count.
<b>Sequence of Data:</b>	Agency name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0108 DATE XX/XX/XX		U.S. DEPARTMENT OF AGRICULTURE EMPLOYMENT SUMMARY						PAGE 1 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
DIVISION	PFT CEILING	PFT	PFT NON-DUTY STATUS	PFT & OTHER CEILING	PFT & OTHER TOTAL	PPT	OTHER	PPT & OTHER NON-DUTY STATUS	NON-CEILING
OFFICE OF ADMV LAW JUDGES		12	0 ><		0	0	0	0 ><	0
OVERSEAS DEPLOYMENT OFFICE		2	0 ><		0	0	0	0 ><	0
OFF OF SMALL & DISADVNTGD BUS		8	0 ><		0	0	0	0 ><	0
MANAGEMENT SERVICES		5	0 ><		0	0	0	0 ><	0
OFF OF PROCURMT & PROP MGMT		83	0 ><		2	1	1	0 ><	0
OFFICE OF OPERATIONS		205	0 ><		4	4	0	0 ><	1
OFFICE OF HUMAN RESOURCES MGMT		99	0 ><		3	2	1	0 ><	0
TOTAL - DM, DEPARTMENTAL ADM		414	0 ><		9	7	2	0 ><	1
ASST SEC FOR CIVIL RIGHTS		3	0 ><		1	1	0	0 ><	0
OFFICE OF THE DIRECTOR		2	0 ><		0	0	0	0 ><	0
ASSOC ASST SEC FOR CRTS		105	0 ><		1	0	1	0 ><	0
COMPLIANCE, POLICY & TRAINING		1	0 ><		0	0	0	0 ><	0
OFFICE OF ADJUDICATION		10	0 ><		1	1	0	0 ><	0
PROGRAM PLANNING AND ACCOUNT		1	0 ><		0	0	0	0 ><	0
DATA AND RECORDS MANAGEMENT		5	0 ><		0	0	0	0 ><	0
TOTAL - ASST SEC FOR CIVIL RIGHTS		127	0 ><		3	2	1	0 ><	0
DM, CORRESPONDENCE MANAGEMENT		21	0 ><		0	0	0	0 ><	0
TOTAL - DM, CORRESPONDENCE MANAGEMENT		21	0 ><		0	0	0	0 ><	0
CHIEF INFORMATION OFFICER		23	0 ><		0	0	0	0 ><	0
CP&O		16	0 ><		10	5	5	0 ><	0
ACIO TPA&E		36	0 ><		0	0	0	0 ><	0
ACIO DATA CENTER OPERATIONS		177	0 ><		0	0	0	0 ><	0
INTERNATIONAL TECHNOLOGY SRVCS		646	0 ><		2	2	0	0 ><	1
ENS		24	0 ><		0	0	0	0 ><	0
ACIO, ASOC		35	0 ><		0	0	0	0 ><	0
EAS		39	0 ><		2	2	0	0 ><	0
TOTAL - DM, OFF OF CHIEF INFO OFFCR		996	0 ><		14	9	5	0 ><	1
OFFICE OF THE SECRETARY		0	0 ><		1	0	1	0 ><	0
IMMEDIATE OFFICE		42	0 ><		3	1	2	0 ><	0
TOTAL - OFFICE OF THE SECRETARY		42	0 ><		4	1	3	0 ><	0
OFFICE OF THE DIRECTOR		2	0 ><		0	0	0	0 ><	0
PRESS OPERATIONS		7	0 ><		0	0	0	0 ><	0
CREATIVE DEVELOPMENT		59	0 ><		0	0	0	0 ><	0
TOTAL - OFFICE OF COMMUNICATIONS		68	0 ><		0	0	0	0 ><	0
OFF OF THE GENERAL COUNSEL		12	0 ><		0	0	0	0 ><	0
NATRL RES & ENVIR DIV		18	0 ><		1	1	0	0 ><	1

Figure 121: Employment Summary





## Employment of Veterans

<b>Report Number</b>	<b>CULP0109</b>
<b>Brief Description:</b>	Provides a list of the total number and percentage of veterans employed in the following categories: All Veterans, Veterans Status (Vietnam Era Veterans), Compensable Disability Veterans, and Veterans Readjustment Appointments.
<b>Sequence of Data:</b>	Agency name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0109		U.S. DEPARTMENT OF AGRICULTURE										PAGE		1
DATE XX/XX/XX		EMPLOYMENT OF VETERANS												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
		ALL VETERANS		VETERANS STATUS		COMPENSABLE DISABILITY		VETERANS READJUSTMENT APPOINTMENTS		TOTAL EMPLOYMENT				
AGENCY		TOTAL	%	TOTAL	%	TOTAL	%	TOTAL	%					
AO AO, OFC OF ADV & OUTREACH		2	4.2	0	.0	0	.0	0	.0			48		
DA DM, DEPARTMENTAL ADM		79	17.2	18	3.9	28	6.1	1	.2			458		
EO ASST SEC FOR CIVIL RIGHTS		13	8.7	2	1.3	4	2.7	0	.0			150		
ES DM, CORRESPONDENCE MANAGEMENT		3	13.0	0	.0	1	4.3	0	.0			23		
FA FARM SERVICE AGENCY		319	7.1	92	2.0	94	2.1	12	.3			4,511		
HL OFC OF HOMELND SECTY EMER CRD		21	34.4	1	1.6	7	11.5	0	.0			61		
IT DM, OFF OF CHIEF INFO OFFCR		277	27.3	46	4.5	93	9.2	9	.9			1,014		
NA NATIONAL APPEALS DIVISION		20	23.0	4	4.6	9	10.3	0	.0			87		
01 OFFICE OF THE SECRETARY		1	1.0	0	.0	0	.0	0	.0			100		
02 AGR. MARKETING SERVICE		314	7.7	103	2.5	63	1.5	11	.3			4,100		
03 AGR. RESEARCH SERVICE		588	7.4	212	2.7	83	1.0	35	.4			7,982		
07 RURAL HOUSING SERVICE		399	9.0	91	2.1	136	3.1	22	.5			4,432		
08 RISK MANAGEMENT AGENCY		48	10.6	13	2.9	10	2.2	2	.4			453		
10 FOREIGN AGR. SERVICE		31	3.4	6	.7	8	.9	0	.0			909		
11 FOREST SERVICE		4647	13.3	1227	3.5	1044	3.0	401	1.1			34,927		
13 OFFICE OF COMMUNICATIONS		10	12.7	3	3.8	3	3.8	0	.0			79		
14 OFF.OF THE GENERAL COUNSEL		14	4.7	3	1.0	1	.3	0	.0			296		
15 RURAL UTILITIES SERVICE		27	9.8	11	4.0	3	1.1	0	.0			275		
16 NATURAL RESOURCES CONSV SERVICE		811	7.2	223	2.0	229	2.0	37	.3			11,266		
18 ECONOMIC RESEARCH SERVICE		13	3.9	2	.6	3	.9	0	.0			330		
20 NATL AGRIL STATISTICS SERVICE		107	7.4	14	1.0	27	1.9	2	.1			1,446		
22 NATL INST OF FOOD & AGRICULTR		21	4.9	1	.2	3	.7	3	.7			430		

Figure 122: Employment of Veterans





## Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility

<b>Report Number</b>	<b>CULP0110</b>
<b>Brief Description:</b>	Provides a list of the number of career and career-conditional employees in each service year range.
<b>Sequence of Data:</b>	ORG structure and series.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0110		YEARS OF SERVICE AT THE END OF CURRENT-YEAR 1900 FOR PURPOSES OF RETIREMENT ELIGIBILITY												PAGE 12
		CAREER AND CAREER-CONDITIONAL EMPLOYEES												
		DATA AS OF XX/XX/XX ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
		OCCUPATIONAL-SERIES: 0525												
AGENCY: 90 - DM, OFC OF THE CHIEF FIN OFFC														
LEVEL2: 10 - ACFO FOR FINANCIAL OPERATIONS														
		Y E A R S O F S E R V I C E												
LEV3	0-5	6-10	11-15	16-20	21-25	26-30	31	32	33	34	35	36	37+	TOTAL
30	4		4	3		1				1		1		14
SERIES	4		4	3		1				1		1		14
LEV-2	37	18	23	32	48	25	5	6	1	2	3	6	36	242

**Figure 123: Years of Service at the End of Current-Year 19XX for Purposes of Retirement Eligibility Career and Career-Conditional Employees**





## Employee Listing Within Organizational Structure

<b>Report Number</b>	CULP0111
<b>Brief Description:</b>	Provides a list of employees within a specific ORG structure.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0111		EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE										PAGE 1
DATE XX/XX/XX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
		AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC										
		LEVEL 2 05 - INTERNAL CONTROLS										
		LEVEL 3 00 -										
		LEVEL 4 0000 -										
LAST NAME	FIRST NAME	M	PAY	OCC								
		I	PLAN	SERIES	GRADE	STEP	POSITION TITLE	IP NO	MR NO	TYPE	TYPE	NTE
										EMP	APPT	DATE
DOE	JOHN		GS	0510	09	01	SYS ACCTNT	058621	F11142	1	02	10-07-12
TOTAL LEVEL 4 (0000)						1						
TOTAL LEVEL 3 (00)						1						
TOTAL LEVEL 2 (05)						1						

Figure 124: Employee Listing Within Organizational Structure







## Minority Employment by Organization

<b>Report Number</b>	<b>CULP0112</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of male and female employees within each RNO. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Agency code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0112		MINORITY EMPLOYMENT BY ORGANIZATION										PAGE 1	
		DATA AS OF XX/XX/XX											
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY	MINORITY	BLACK		HISPANIC		ASIAN AMERICAN		NATIVE AMERICAN		OTHER		TOTAL EMPLOYEES	
CD NAME	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM	MALE FEM
XX XXXX	113 355	84 314	19 19	8 16	2 6	380 482	493 837						
	8.5% 26.7%	6.3% 23.6%	1.4% 1.4%	.6% 1.2%	.2% .5%	28.6% 36.2%							
TOTAL DEPT	113 355	84 314	19 19	8 16	2 6	380 482	493 837						
	8.5% 26.7%	6.3% 23.6%	1.4% 1.4%	.6% 1.2%	.2% .5%	28.6% 36.2%							

Figure 125: Minority Employment by Organization





## Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other)

<b>Report Number</b>	<b>CULP0113</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of white collar employees. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to the users upon request. See the Payroll/Personnel Output (PPO) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
<b>Sequence of Data:</b>	Handicap category.
<b>Report Updated:</b>	After PINE is executed.

REPORT: CULP0113		PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES AND ALL OTHER)														PAGE: 1		
		EEO-M0-713, EEOC FORM 440																
		AS OF XX/XX/XX AGENCY: XX XX																
CATEGORY	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-10	GS-11	GS-12	GS/GM13	GS/GM14	GS/GM15	SES	OTH	TOT
	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
NOT-IDENT	0	0	0	0	2	1	6	0	1	0	2	4	3	2	0	0	0	21
00-01	.0	.0	.0	.0	9.5	4.7	28.5	.0	4.7	.0	9.5	19.0	14.2	9.5	.0	.0	.0	100.0
NO-DISB	0	0	0	0	38	44	191	7	70	5	120	255	258	91	26	8	0	1113
04-05	.0	.0	.0	.0	3.4	3.9	17.1	.6	6.2	.4	10.7	22.9	23.1	8.1	2.3	.7	.0	100.0
DISB-RPTD	0	0	0	3	14	6	21	3	9	0	22	34	25	11	5	1	0	154
06,13-94	.0	.0	.0	1.9	9.0	3.8	13.6	1.9	5.8	.0	14.2	22.0	16.2	7.1	3.2	.6	.0	100.0
TOTAL	0	0	0	3	54	51	218	10	80	5	144	293	286	104	31	9	0	1288
WORKFORCE	.0	.0	.0	.2	4.1	3.9	16.9	.7	6.2	.3	11.1	22.7	22.2	8.0	2.4	.6	.0	100.0

Figure 126: Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other)





## Employment Statistics by Sex

<b>Report Number</b>	<b>CULP0114</b>
<b>Brief Description:</b>	Provides a list of the total number, percentage, and average grade of male and female employees.
<b>Sequence of Data:</b>	Agency and pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0114				U S D A EMPLOYMENT STATISTICS BY SEX			PAGE 1		
				DATA AS OF XX/XX/XX					
				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
AGENCY	TOTAL EMPLOYMENT	PAY PLAN	AVERAGE GRADE	MALE EMPLOYMENT			FEMALE EMPLOYMENT		
				TOTAL	%	AVERAGE GRADE	TOTAL	%	AVERAGE GRADE
AMS	01	GS	05	0	.0%	00	01	100.0%	05
	01	GS	06	1	100.0%	06	00	.0%	00
	01	GS	04	1	100.0%	04	00	.0%	00
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	09	0	.0%	00	01	100.0%	09
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	11	0	.0%	00	01	100.0%	11
	01	GS	12	0	.0%	00	01	100.0%	12
	01	GS	05	0	.0%	00	01	100.0%	05
	01	GS	12	1	100.0%	12	00	.0%	00
	01	GS	15	1	100.0%	15	00	.0%	00
	01	GS	13	1	100.0%	13	00	.0%	00
	01	GS	15	1	100.0%	15	00	.0%	00
	01	GS	12	1	100.0%	12	00	.0%	00
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	09	1	100.0%	09	00	.0%	00
	01	GS	11	0	.0%	00	01	100.0%	11
	01	GS	12	0	.0%	00	01	100.0%	12
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	08	0	.0%	00	01	100.0%	08

Figure 127: Employment Statistics by Sex





## Listing of Non-GM Employees (Performance Rating Data)

<b>Report Number</b>	CULP0115
<b>Brief Description:</b>	Provides a list of the dates of non-GM employees' performance ratings.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0115	LISTING OF NON-GM EMPLOYEES (PERFORMANCE RATING DATA)							PAGE	1	
DATE	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
	AGENCY	90 - DM, OFC OF THE CHIEF FIN OFFC								
	LEVEL 2	00 -								
	LEVEL 3	00 -								
	LEVEL 4	0000 -								
SSN	LAST NAME	FIRST NAME	M	PAY	OCC	GRADE/	ORG LEVELS	PERFORMANCE	ENDING DATE OF	
			I	PLAN	SERIES	STEP	5-8	RATING	RATING PERIOD	
XXX-XX-XXXX	DOE	JANE		GS	0343	15/07	PROG ANAL	00-00-00-00	H5	09/30/12
								TOTAL LEVEL 4 0000		1
								TOTAL LEVEL 3 00		1
								TOTAL LEVEL 2 00		1

Figure 128: Listing of Non-GM Employees (Performance Rating Data)







## Listing of Employees With 7.5% Retirement Coverage by Organizational Structure

<b>Report Number</b>	CULP0116
<b>Brief Description:</b>	Provides an alphabetical list of active employees with a retirement coverage code of '6', Civil Service (CS) (Special) (CS 7.5% deductions under P.L. 93-350), or 'T', covered by the Federal Insurance Contributions Act (FICA) and by the CSRS at a special deduction rate (7.5% - for law enforcement and firefighter personnel).
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0116		LISTING OF EMPLOYEES WITH 7.5% RETIREMENT COVERAGE				PAGE 1	
AGENCY: 11	FOREST SERVICE	BY ORGANIZATIONAL STRUCTURE		LEVEL 5: 03		FIRE	
LEVEL 2: 03	SOUTHWESTERN REGION, R-3	AS OF XXXXXX		LEVEL 6: 00			
LEVEL 3: 09	PRESCOTT NATIONAL FOREST			LEVEL 7: 00			
LEVEL 4: 0000				LEVEL 8: 00			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	OCC.SERIES	PAY PLAN	GRADE	RETIREMENT-CODE
DOE	JOHN	LLOYD	11/21/59	0462	GS	09	6
TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-6			01				
TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-5			01				
TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-4			01				
TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-3			01				

Figure 129: Listing of Employees With 7.5% Retirement Coverage by Organizational Structure





## Permanent Workforce - Analysis of Work Force: Federal Wage System

<b>Report Number</b>	<b>CULP0117</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of Federal Wage System employees. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to the users upon request. See the PPO procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
<b>Sequence of Data:</b>	Handicap category.
<b>Report Updated:</b>	After PINE is executed.

REPORT: CULP0117		PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM															PAGE: 1	
		EEO-MD-713, EEOC FORM 440																
		AS OF XX/XX/XX AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC																
CATEGORY	WD/WG1 #EMP %	WD/WG2 #EMP %	WD/WG3 #EMP %	WD/WG4 #EMP %	WD/WG5 #EMP %	WD/WG6 #EMP %	WD/WG7 #EMP %	WD/WG8 #EMP %	WD/WG9 #EMP %	WD/WG10 #EMP %	WD/WG11 #EMP %	WD/WG12 #EMP %	WD/WG13 #EMP %	WD/WG14 #EMP %	WD/WG15 #EMP %	OTH #EMP %	TOT #EMP %	
NOT-IDENT 00-01	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	
NO-DISB 04-05	0 .0	0 .0	0 .0	0 .0	1 25.0	0 .0	3 75.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	4 100.0	
DISB-RPTD 06,13-94	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	
TOTAL WORKFORCE	0 .0	0 .0	0 .0	0 .0	1 25.0	0 .0	3 75.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	4 100.0	

Figure 130: Permanent Workforce - Analysis of Work Force: Federal Wage System





## NAC&I Follow Up Worksheet

<b>Report Number</b>	<b>CULP0118</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees, nature of action code, and effective date of accessions for the current pay period. The report could be used as a National Agency Check with Inquiry (NACI) follow up worksheet for security purposes.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0118	NAC&I FOLLOW UP WORKSHEET AS OF XX/XX/XX				PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
AGENCY CODE	LAST NAME	FIRST NAME	NATURE OF ACTION	EFFECTIVE DATE	NAC&I
11	DOE	JOHN	14237	07/14/13	
11	DOE	JANE	14237	07/14/13	
11	DOE	JUAN	14242	07/14/13	

Figure 131: NAC&I Follow Up Worksheet





## Employee Listing by Merit Pay Pool Number

<b>Report Number</b>	CULP0119
<b>Brief Description:</b>	Provides an alphabetical list of employees within a specific merit pay pool.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0119		U.S. DEPARTMENT OF AGRICULTURE						PAGE 1	
DATE XX/XX/XX		EMPLOYEE LISTING BY MERIT PAY POOL NUMBER							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
		MERIT PAY POOL NUMBER 3413							
LAST NAME	FIRST NAME	M I	SSN	ORG STRUCT LEVELS 1-4	DUTY STATION CITY	OCC ST	PAY SERIES PLAN GRADE	IP NO.	
DOE	JANE	L	XXX-XX-XXXX	34-10-01-0000	RIVERDALE	MD 0501	ES 00	DARS1135	
TOTAL EMPLOYEES IN POOL				1					

Figure 132: Employee Listing by Merit Pay Pool Number







## Employee Distribution Report

<b>Report Number</b>	CULP0120
<b>Brief Description:</b>	Provides the total number of full-time and part-time employees in each ORG structure level.
<b>Sequence of Data:</b>	Pay plan.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0120	EMPLOYEE DISTRIBUTION REPORT	PAGE 1
	AS OF XX/XX/XX	
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
AGENCY: 90 -	DM, OFC OF THE CHIEF FIN OFFC	
ORG LEVEL 2: 00 -	DM, OFC OF THE CHIEF FIN OFFC	
ORG LEVEL 3: 00 -		
ORG LEVEL 4: 0000 -		
	PAY PLAN	FULL TIME PART TIME
	ES	1
	GS/GM/GG	1
ORG LEVEL 4: 0000 COUNT		2
ORG LEVEL 3: 00 COUNT		2
ORG LEVEL 2: 00 COUNT		2

Figure 133: Employee Distribution Report





## Report of Accessions -- Monthly

<b>Report Number</b>	<b>CULP0121</b>
<b>Brief Description:</b>	Provides a list of new employees within a specific month and ORG structure. The report is a counterpart of Report Number CULP0150 except sensitive data, age, and the RNO codes are included. It also provides an Account Nature of Action (Acc NOA) column which identifies the NOA code used on the accession personnel employee action that was processed for an employee. It contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

CULP0121		REPORT OF ACCESSIONS -- MONTHLY										PAGE 1	
		MONTH XX YEAR XX											
		AS OF XX/XX/XX											
AGENCY: 90		DM, OFC OF THE CHIEF FIN OFFC											
LEV 2: 20		ACFO FINANCIAL POLICY & PLANNG											
LEV 3: 50		INTERNAL CONTROLS DIVISION											
LEV 4: 0000													
SON# : 5317													

Figure 134: Report of Accessions -- Monthly





## Report of Separations -- Monthly

<b>Report Number</b>	<b>CULP0122</b>
<b>Brief Description:</b>	Provides a list of separated employees for a specific month and ORG structure. This report is a counterpart of Report Number CULP0151 except sensitive data, age, and RNO codes are included. It also provides a Separation (Sep) NOA column which identifies the NOA code used on the separation personnel action that was processed for an employee. It contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Employee name
<b>Report Updated:</b>	After PINE is executed.

CULP0122	REPORT OF SEPARATIONS -- MONTHLY										PAGE 1		
	MONTH XX		YEAR XX										
	AS OF XX/XX/XX												
AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC													
LEV 2: 40 ACFO FOR FINANCIAL SYSTEMS													
LEV 3: 01 SYSTEMS SECURITY PROGRAM OFC													
LEV 4: 0000													
SON# : 5317													
LAST NAME	FIRST NAME	MI	SEP NOA	POSITION	PAY GRADE	BASE OCC	PAY SERIES	T/E	T/A	TDY	BIR	DAS	AGE
-----	-----	--	---	---	---	---	---	---	---	---	---	---	---
DOE	JOHN		302	001HQ	GS	15	152635.00	2210	1	01	2013/05/29	1941/01/19	26428 72
TOTAL EMPLOYEES IN ORG_LEV4		1											
TOTAL EMPLOYEES IN ORG_LEV3		1											
TOTAL EMPLOYEES IN ORG_LEV2		1											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													

Figure 135: Report of Separations -- Monthly





## Summary of Accessions & Separations -- Monthly

<b>Report Number</b>	<b>CULP0123</b>
<b>Brief Description:</b>	Provides a list of the number of accessions and separations for a specific month within each ORG structure level.
<b>Sequence of Data:</b>	Pay plan.
<b>Report Updated:</b>	After PINE is executed.

CULP0123	SUMMARY OF ACCESSIONS & SEPARATIONS -- MONTHLY		PAGE 1
	MONTH XX YEAR XX		
	AS OF XX/XX/XX		
AGENCY: 90	DM, OFC OF THE CHIEF FIN OFFC		
LEV 2: 70	NFC OFFICE OF THE DIRECTOR		
LEV 3: 08	NFC OFFICE OF THE DEPUTY DIR		
LEV 4: 0200	HUMAN RESOURCES MANAGEMENT STAFF (HRMS)		
SON# : 5317			
	OCCUPATIONAL-SERIES: 0203		
	ACCESSIONS	SEPARATIONS	
PAY_PLAN			
GS	0	1	
*TOTAL ORG LEV4 0200	0	1	
*TOTAL ORG LEV3 08	0	1	
*TOTAL ORG LEV2 70	0	1	
*TOTAL OCC_SER 0203	0	1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			

Figure 136: Summary of Accessions & Separations -- Monthly







## Seniority Listing

<b>Report Name</b>	<b>CULP0124</b>
<b>Brief Description:</b>	Provides a list of employees by tenure based on pay plan, grade, and date entered for present grade. For a list sorted by accession date, see Report CULP0090.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0124		SENIORITY LISTING				PAGE 1	
AS OF		AGENCY XX - XX					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
EMPLOYEE NAME		BIRTH	SCD	PAY	GRADE	DATE ENT	
LAST	FIRST	DATE	CSR	PLAN		GRADE	
DOE	JOHN	07-02-69	00-00-00	GS	04	07-01-12	
DOE	JANE	09-29-37	12-04-81	GS	04	04-17-83	
DOE	ANN	10-22-90	00-00-00	GS	03	05-22-11	
AGENCY TOTAL - 1,330							

Figure 137: Seniority Listing





## Permanent Workforce - Analysis of Work Force: Types of Occupations

<b>Report Number</b>	<b>CULP0125</b>
<b>Brief Description:</b>	Provides a list of the number and percentage of all permanent employees. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to users upon request. See the PPO procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
<b>Sequence of Data:</b>	Handicap category.
<b>Report Updated:</b>	After PINE is executed.

REPORT: CULP0125		PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS									PAGE: 1
		EEO-MO-713, EEOC FORM 440									
		AS OF XX/XX/XX AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC									
CATEGORY	PROF %	ADM %	TECH %	CLER %	OTHER %	BLUE %	MIXED %	SUPV %	LDR %	NONSUP %	TOTAL %
NOT-AVAIL	3	11	4	3	0	0	0	0	0	0	21
00-01	14.2	52.3	19.0	14.2	.0	.0	.0	.0	.0	.0	100.0
NO-DISB	178	655	234	47	0	4	0	0	0	4	1118
04-05	15.9	58.5	20.9	4.2	.0	.3	.0	.0	.0	.3	100.0
DISB-RPTD	24	82	30	18	0	0	0	0	0	0	154
06,13-94	15.5	53.2	19.4	11.6	.0	.0	.0	.0	.0	.0	100.0
TOTAL	205	748	268	68	0	4	0	0	0	4	1293
WORKFORCE	15.8	57.8	20.7	5.2	.0	.3	.0	.0	.0	.3	100.0
TOTL-TARGETED	1	7	1	0	0	0	0	0	0	0	9
DISABILITIES	11.1	77.7	11.1	.0	.0	.0	.0	.0	.0	.0	100.0

Figure 138: Permanent Workforce - Analysis of Work Force: Types of Occupations





## Position Locations by Series and Grade

<b>Report Number</b>	CULP0126
<b>Brief Description:</b>	Provides an alphabetical list of employees with official title and duty station.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0126		POSITION LOCATIONS BY SERIES AND GRADE						PAGE 1
		AS OF XX/XX/XX						
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
		AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC						
SERIES	PAY PLAN	GRADE	LAST NAME	FIRST NAME	OFFICIAL TITLE	DUTY STATION CITY	ST	
0343	GS	09	DOE	JOHN	PROG ANAL	NEW ORLEANS	LA	
0343	GS	09	DOE	JANE	PROG ANAL	NEW ORLEANS	LA	
0343	GS	09	DOE	ANN	PROG ANAL	NEW ORLEANS	LA	

Figure 139: Position Locations by Series and Grade





## Overdue Performance Appraisals for Non-Merit Pay Employees

<b>Report Number</b>	<b>CULP0127</b>
<b>Brief Description:</b>	Provides a list of employees with overdue performance appraisals within an occupational series excluding employees in pay plan ES or GM and tenure group of "0". This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0127		U.S. DEPARTMENT OF AGRICULTURE				PAGE 1	
AS OF XX/XX/XX		OVERDUE PERFORMANCE APPRAISALS FOR NON-MERIT PAY EMPLOYEES					
AGENCY 90 - DM, OPC OF THE CHIEF FIN OFFC		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
LEVEL 2 00 -							
LEVEL 3 00 -							
LEVEL 4 0000 -							
SSN	EMPLOYEE NAME		PAY	OCC	GRADE/	PERFORMANCE	ENDING DATE OF
	LAST	FIRST	PLAN	SERIES	STEP	RATING	RATING PERIOD
XXX-XX-XXXX	DOE	JOHN	GS	0343	15/07	H5	09/30/12
TOTAL LEVEL 4 - 0000 -		1					
TOTAL LEVEL 3 - 00 -		1					
TOTAL LEVEL 2 - 00 -		1					

Figure 140: Overdue Performance Appraisals for Non-Merit Pay Employees





<b>Report Number</b>	<b>CULP0128</b>
<b>Brief Description:</b>	Provides a list of employees with unsatisfactory performance ratings, excluding pay plans ES and GM.
<b>Sequence of Data:</b>	Series and descending grade.
<b>Report Updated:</b>	After PINE is executed.

**Figure 141: Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees**





## Employees on Grade Retention

<b>Report Number</b>	<b>CULP0129</b>
<b>Brief Description:</b>	Provides a list of employees in grade retention with a pay rate determinant codes of A (Retained Grade - Different Position), B (Retained Grade - Same Position), E (Retained Grade and Special Rate - Different Position), F (Retained Grade and Special Rate - Same Position), U (Retained Grade and Pay - Same Position), or V (Retained Grade and Pay - Different Position).
<b>Sequence of Data:</b>	Pay rate determinant code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0129		EMPLOYEES ON GRADE RETENTION AS OF XX/XX/XX						PAGE 1 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AGENCY: 90		DM, OFC OF THE CHIEF FIN OFFC									
ORG-LEVEL 2: 70		NFC OFFICE OF THE DIRECTOR									
ORG-LEVEL 3: 40		GOVT EMPLOYEES SRVCS DIVISION									
ORG-LEVEL 4: 70		PERSONNEL PROCESSING BRANCH									
PAY-RATE DET CODE	LAST NAME	FIRST NAME MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
A	DOE	JOHN	XXX-XX-XXXX	GS	0344	06	38,627.00	GS	0344	07	03/06/07
ORG-LEV4 TOTAL		1									
ORG-LEV3 TOTAL		1									
ORG-LEV2 TOTAL		1									
AGENCY TOTAL		1									

Figure 142: Employees on Grade Retention





## Employees on Pay Retention

<b>Report Number</b>	<b>CULP0130</b>
<b>Brief Description:</b>	Provides a list of employees in grade retention with a pay rate determinant code of J (Retained Pay - Same Position), K (Retained Pay - Different Position), or R (Retained Pay - SES Removal).
<b>Sequence of Data:</b>	Pay rate determinant code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0130		EMPLOYEES ON PAY RETENTION										PAGE 1	
		AS OF XX/XX/XX											
AGENCY: 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG-LEVEL 2: 70		NFC OFFICE OF THE DIRECTOR											
ORG-LEVEL 3: 20		GOVT EMPL SERVICES DIV											
ORG-LEVEL 4: 00		PAYROLL ACCOUNTING DRCTR (PAD)											
PAY-RATE	DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
J		DOE	JOHN			GS	0503	07	50,812.00		0000	00	00/00/00
ORG-LEV4 TOTAL		1											

Figure 143: Employees on Pay Retention





## Employees with Pay Rate Determinant Code

<b>Report Number</b>	<b>CULP0131</b>
<b>Brief Description:</b>	Provides a list of employees with a pay rate determinant code not equal to zero.
<b>Sequence of Data:</b>	Pay rate determinant code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0131		EMPLOYEES WITH PAY RATE DETERMINANT CODE										PAGE	1
		AS OF XX/XX/XX											
AGENCY: 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG-LEVEL 2: 40		ACFO FOR FINANCIAL SYSTEMS											
ORG-LEVEL 3: 01		SYSTEMS SECURITY PROGRAM OFC											
ORG-LEVEL 4: 00													
PAY-RATE DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE	
6	DOE	JOHN		XXX-XX-XXXX	GS	2210	09	54,032.00		0000	00	00/00/00	
ORG-LEV4 TOTAL		1											
ORG-LEV3 TOTAL		1											

Figure 144: Employees with Pay Rate Determinant Code





<b>Report Number</b>	<b>CULP0132</b>
<b>Brief Description:</b>	Provides a list of employees for a specific pay rate determinant code.
<b>Sequence of Data:</b>	Pay rate determinant code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0112	SPECIFIC PAY RATE DETERMINANT CODE AS OF XX/XX/XX	PAGE	1
AGENCY: <b>XX</b>		<b>** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **</b>		
ORG-LEVEL 2:	50	XXXXXX		
ORG-LEVEL 3:	48	XXXXXXXX		
ORG-LEVEL 4:	18	XXXX		
PAY DATE	DRT CODE	LAST NAME	FIRST NAME MI	SSNO PLAN SER GRADE BASE SAL RET PAY RET OCC RET EXP DATE
2		DOE	JOHN J	000-00-0000 GS 1001 07 33,067.00 0000 00 00/09/00
ORG-LEV4 TOTAL		1		
ORG-LEV3 TOTAL		1		
ORG-LEV2 TOTAL		1		
AGENCY TOTAL		1		

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## Master Record Number by Series and Grade for Permanent Full Time Employees

<b>Report Number</b>	<b>CULP0133</b>
<b>Brief Description:</b>	Provides a list of the number of permanent full-time employees within each master record number.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0133	U.S. DEPARTMENT OF AGRICULTURE		PAGE	1
AS OF XX/XX/XX	MASTER RECORD NUMBER BY SERIES AND GRADE FOR PERMANENT FULL TIME EMPLOYEES			
AGENCY 90	- DM, OFC OF THE CHIEF FIN OFFC		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
LEVEL 2 00	-			
LEVEL 3 00	-			
LEVEL 4 0000	-			
OCCUPATIONAL SERIES : 0343 - MANAGEMENT & PROGRAM ANALYSIS				
GRADE	MASTER RECORD NUMBER	NUMBER OF EMPLOYEES		
15	F02439	1		
		TOTAL GRADE 15 - 1		
00	F00791	1		
		TOTAL GRADE 00 - 1		
TOTAL LEVEL 4 - 0000 -		2		
TOTAL LEVEL 3 - 00 -		2		
TOTAL LEVEL 2 - 00 -		2		

Figure 146: Master Record Number by Series and Grade for Permanent Full Time Employees





## Earnings Limitation Status Report

<b>Report Number</b>	<b>CULP0134</b>
<b>Brief Description:</b>	Provides a list of employees and the master record number for grades 12 and above.
<b>Sequence of Data:</b>	Descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0134		EARNINGS LIMITATION STATUS REPORT				PAGE 1	
		AS OF XX/XX/XX					
AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
LEVEL 2 00 -							
LEVEL 3 00 -							
LEVEL 4 0000 -							
EMPLOYEE NAME		SSNO	EARN-LMT	PAY	OCC	OFFICIAL	
DOE	LAST	JOHN	CODE	PLAN	GRADE	SER	TITLE
		XXX-XX-XXXX	Y	GS	15	0343	PROG ANAL
TOTAL LEVEL 4 (0000)		1					
TOTAL LEVEL 3 (00)		1					
TOTAL LEVEL 2 (00)		1					

Figure 147: Earnings Limitation Status Report





## Probationary Period (Supervisor/Manager)

<b>Report Number</b>	<b>CULP0135</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees in a supervisory/managerial probationary period. It also provides the commencement date of the probationary period.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0135		PROBATIONARY PERIOD (SUPERVISOR/MANAGER)						PAGE 1
		AS OF XX/XX/XX						
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
AGENCY: 90 - DM, OFC OF THE CHIEF FIN OFFC								
EMPLOYING OFFICE: 5317								
LAST NAME	FIRST NAME	MI	STRUCTURE LEV2	LEV3	OCC SER	PAY PLAN	GRADE	DATE PROBATIONARY PERIOD COMMENCED
DOE	JOHN	P	10	30	0510	GS	13	06/03/12
DOE	JANE		10	30	0343	GS	13	07/15/12
ORG-LEV3 TOTAL		2						
ORG-LEV2 TOTAL		2						

Figure 148: Probationary Period (Supervisor/Manager)







## Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees

<b>Report Number</b>	<b>CULP0136</b>
<b>Brief Description:</b>	Provides a list of the number of permanent full-time and part-time employees within each supervisory code.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0136  
DATE PREPARED: XX/XX/XX

SUPERVISORY CODE AND AVERAGE GRADE REPORT  
FOR PERMANENT FULL TIME AND  
PERMANENT PART TIME EMPLOYEES

PAGE 1

\*\* SENSITIVE PERSONNEL DATA - USE IS RESTRICTED \*\*

AGENCY: 90 - DM, OFC OF THE CHIEF FIN OFFC

PAY-PLAN - GRADE	SUPERVISORY CODE					PERMANENT		TOTAL
	2	4	5	6	OTH	FULL-TIME	PART-TIME	
GS 15	25	1	1		5	32		32
GS 14	53		3		49	105		105
GS 13	59		9	2	216	283	3	286
GS 12	1		1	1	292	293	2	295
GS 11	4				138	142		142
GS 10	1			2	2	5		5
GS 09	14				66	80		80
GS 08					10	10		10
GS 07					218	217	1	218
GS 06				1	50	51		51
GS 05					54	54		54
GS 04					3	3		3
TOTAL	157	1	14	6	1103	1275	6	1281
						AVERAGE GRADE:	10.72	11.67

**Figure 149: Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees**





## Employees with Appointment Limitations

<b>Report Number</b>	<b>CULP0137</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees with monetary, hour, and day appointment limitations.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0137		EMPLOYEES WITH APPOINTMENT LIMITATIONS AS OF XX/XX/XX					PAGE 1		
AGENCY: 90 -		DM, OFC OF THE CHIEF FIN OFFC					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
ORG LEVEL-2: 70 -		NFC OFFICE OF THE DIRECTOR							
ORG LEVEL-3: 20 -		GOVT EMPL SERVICES DIV							
ORG LEVEL-4: 0300 -		PAYROLL ACCOUNTING DRCTR (PAD)							
LAST NAME	FIRST NAME	MI	SSNO	APPOINTMENT AUTHORITY	DOLLARS	APPT HOURS	LIM BALANCE DAYS	SERVICE YR DATE	NTE DATE
DOE	JOHN		XXX-XX-XXXX	SCH A213.3102G	309.00	.00	.00	10/05/11	00/00/00
ORG-LEVEL-4 TOTAL		1							
ORG-LEVEL-3 TOTAL		1							
ORG-LEVEL-2 TOTAL		1							
AGENCY TOTAL		1							

Figure 150: Employees with Appointment Limitations





## Listing of Intermittent Employees

<b>Report Number</b>	<b>CULP0138</b>
<b>Brief Description:</b>	Provides an alphabetical list of intermittent employees by duty station.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID	CULP0138	LISTING OF INTERMITTENT EMPLOYEES					AS OF XX/XX/XX			PAGE		1
AGENCY:	90	-	DM, OFC OF THE CHIEF FIN OFFC					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG LEVEL-2:	70	-	NPC OFFICE OF THE DIRECTOR									
ORG LEVEL-3:	20	-	GOVT EMPL SERVICES DIV									
DUTY-STATION	22	1690	LA NEW ORLEANS									
LAST NAME	FIRST NAME MI	SSNO	APPNT DOLLARS	LIM HOURS	TOTAL DAYS	APPNT DOLLARS	LIM HOURS	BALANCE DAYS	SERVICE YR DATE	NTE DATE	C/Y WK/DAYS	
DOE	JOHN	XXX-XX-XXXX	8,736.00	.00	.00	309.00	.00	.00	10/05/11	00/00/00		
TOTAL IN STATE		1										
ORG-LEVEL-3 TOTAL		1										
ORG-LEVEL-2 TOTAL		1										
AGENCY TOTAL		1										

Figure 151: Listing of Intermittent Employees





## Employee Listing

<b>Report Number</b>	<b>CULP0139</b>
<b>Brief Description:</b>	Provides a list of employees with pertinent personnel information.
<b>Sequence of Data:</b>	Pay plan and descending grade.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0139										EMPLOYEE LISTING										PAGE 1	
DATE XX/XX/XX																					
AGENCY 90 - DM, OPC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
LEVEL 2 00 -																					
LEVEL 3 00 -																					
LEVEL 4 0000 -																					







## Permanent Full-Time Employees Absolute Retention Standing

<b>Report Number</b>	<b>CULP0140</b>
<b>Brief Description:</b>	Provides a four section report. The first three sections are (1) Permanent Full-Time Employees, (2) Permanent Part-Time Employees, and (3) Excepted Employees. Each section includes the employee's performance appraisal, official title, pay plan, series and grade, ORG structure, and veterans preference code. The fourth section is Temporary Employees and includes the employee's official title, pay plan, series, grade, and organizational structure. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Subgroup and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0140				PERMANENT FULL-TIME EMPLOYEES										PAGE		3	
DATE XX/XX/XX				ABSOLUTE RETENTION STANDING													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
AGENCY : 00																	
EMP-OFFICE: 0000																	
SUB		SCD		EMPLOYEE NAME		AGE	YR-MO	BIRTH DATE	PERF APPR	OFFICIAL TITLE		PP	SERIES/ GRADE	ORG-STR (2-4)	VET PRF		
II AD		08-07-00		DOE	JOHN	33	02-02	07-11-64	S	STAFF ACCTNT		GS	0500/11		50-00-0000	6	
II B		09-04-00		DOE	JANE	27	06-01	06-03-70	S	STAFF ACCTNT		GS	0500/11		60-00-0000	1	
II B		01-21-00		DOE	JAS	25	01-08	05-16-72	S	COMPR SPECIST		GS	0334/09		03-00-0000	1	
				GROUP I		GROUP II											
I AD		0		II AD		1											
I A		0		II A		0											
I B		0		II B		2											
TOTAL I		0		TOTAL II		3											
				TOTAL EMPS		3											

Figure 153: Permanent Full-Time Employees Absolute Retention Standing

REPORT ID: CULP0140				TEMPORARY EMPLOYEES										PAGE 1			
DATE XX/XX/XX				ABSOLUTE RETENTION STANDING													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
AGENCY : 00																	
EMP-OFFICE: 0000																	
SUB		SCD		LOS		BIRTH		PERF		SERIES/		ORG-STR		VET			
GROUP		RIF		EMPLOYEE NAME		AGE		YR-MO		DATE		APPR		OFFICIAL TITLE		PP GRADE (2-4) PRF	
I A		06-23-00		DOE JOHN		64		31-03		05-23-33		S		SYS ACCTNT		GM 0500/13 50-00-0000 2	
I A		12-02-00		DOE JANE		54		29-00		05-08-43		O		COMPR SPECIST		GS 0334/12 03-00-0000 2	
I A		11-16-00		DOE JOE		50		28-11		11-04-46		S		ACCTG TECHNC		GS 0303/05 00-00-0000 2	

Figure 154: Temporary Employees Absolute Retention Standing





## Experts and Consultants

<b>Report Number</b>	<b>CULP0141</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees with selected personnel and payroll information on experts and consultants. Individuals are classified as experts or consultants based on the Agency-assigned authority code.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0141		EXPERTS AND CONSULTANTS AS OF XXXXXX				PAGE 1			
AGENCY		AO	AO, OFC OF ADV & OUTREACH						
ORG LEVEL 2		00	AO, OFC OF ADV & OUTREACH						
ORG LEVEL 3		00							
ORG LEVEL 4		0000							
AG	LAST NAME	FIRST NAME	SSN	TITLE	SALARY	AUTH	EFF-DT	NTE-DT	TY-EMP
AO	DOE	JOHN	XXX-XX-XXXX	CONSULTANT	496.00	H2L	12-18-11	12-28-12	3
AO	DOE	JANE	XXX-XX-XXXX	CONSULTANT	403.28	H2L	10-26-11	10-25-12	3
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED									

Figure 155: Experts and Consultants





## Annual and Sick Leave Data Report

<b>Report Number</b>	<b>CULP0142</b>
<b>Brief Description:</b>	Provides an alphabetical list of employees' annual and sick leave data for the current leave year.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0142		ANNUAL AND SICK LEAVE DATA REPORT										PAGE 1										
AGENCY 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
ORG LEVEL 2 04		PLANNING AND ACCT DIVISION																				
ORG LEVEL 3 01		AUDIT FOLLOW UP AND RESLTION																				
ORG LEVEL 4 0000																						
SOCIAL		A	N	N	U	A	L	L	E	A	V	E		S	I	C	K	L	E	A	V	E
SEC. NO.	LAST NAME	CARRY-OVER	EARNED					USED	FORFEIT			BALANCE		CARRY-OVER	EARNED			USED				BALANCE
xxx-xx-xxx	DOE	240.00	72					0.00	0.50			312.00		357.25	36			0.00				393.25
		240.00	72					0.00	0.50			312.00		357.25	36			0.00				393.25
ORG LEVEL 5 00		1 EMPLOYEES																				
AVERAGE SICK LEAVE USED PER EMPLOYEE		0.00																				
PERCENT SICK LEAVE USED AS PER AVAILABLE		0.00																				
ORG LEVEL 4 0000 COUNT 1																						
ORG LEVEL 3 01 COUNT 1																						
ORG LEVEL 2 04 COUNT 01																						

Figure 156: Annual and Sick Leave Data Report





## Performance Reviews Due (Food Inspectors)

<b>Report Number</b>	<b>CULP0143</b>
<b>Brief Description:</b>	Provides an alphabetical list of food inspectors due 4-month reviews, 8-month reviews, and performance appraisals based on the month requested.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0143		PERFORMANCE REVIEWS DUE (FOOD INSPECTORS) SEPTEMBER					PAGE 1	
AGENCY 37		FOOD SAFETY & INSPECTION SRV					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2 15		OFFICE OF FIELD OPERATIONS						
ORG LEVEL 3 20		REGULATORY OPERATIONS						
ORG LEVEL 4 0004		IMPORT INSPECTION DIVISION						
EMPLOYEE NAME		DATE	DUTY CITY	STATION	ST	4-MONTH PERFORMANCE REVIEW	8-MONTH PERFORMANCE REVIEW	PERFORMANCE APPRAISAL
LAST	FIRST							
DOE	JANE	01/01	DETROIT		MI		DUE	
DOE	JOHN	01/01	HAMTRAMCK		MI		DUE	
ORG LEVEL 5	05	NORTHERN IMPORT FIELD OFFICE (DETRO				COUNT 2		

Figure 157: Performance Reviews Due (Food Inspectors) Month







## VMO Performance Reviews Due

<b>Report Number</b>	<b>CULP0144</b>
<b>Brief Description:</b>	Provides an alphabetical list of Veterinary Medical Officers (VMO) due 6-month reviews and performance appraisals based on the month selected.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0144										VMO PERFORMANCE REVIEWS DUE JANUARY										PAGE 3									
AGENCY 03					AGR. RESEARCH SERVICE					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
ORG LEVEL 2 60					FIELD ORGANIZATION																								
ORG LEVEL 3 66					SOU ATLANTIC AREA (ATHENS,GA)																								
ORG LEVEL 4 6612					ATHENS, GA																								
EMPLOYEE NAME										DUTY STATION										6-MONTH PERFORMANCE APPRAISAL									
LAST FIRST					DATE					CITY					ST					REVIEW									
SMITHS JOHNS					07/09					ATHENS					GA					DUE									
ORG LEVEL 5 07					SOUTHEAST POULTRY RESEARCH LABORATO															COUNT 1									
ORG LEVEL 4 6612					COUNT 1																								
ORG LEVEL 3 66					COUNT 1																								
ORG LEVEL 2 60					COUNT 01																								
AGENCY 03					COUNT 003																								





## Documents on the Future File

<b>Report Number</b>	<b>CULP0145</b>
<b>Brief Description:</b>	Provides a list of employees within a specific POI whose personnel actions and payroll documents are in the future file.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0145										NATIONAL FINANCE CENTER										PAGE 1																								
DATE XX/XX/XX DOCUMENTS ON THE FUTURE FILE																																												
SRVC AGCY XX										SUBMITTING OFFICE NUMBER 0000										AGENCY 11																								
LAST NAME					FIRST NAME					SSNO					DOC					EFFECTIVE					PP					*** FOR PERSONNEL ACTIONS ONLY ***														
					POS NUM					CODE					DATE					NO					NOA (1)					NOA (2)					AUTH DATE									
DOE					JOHN					H					000-00-0000					063					00/29/97					22					765					00/07/97				
DOE					JANE					A					000-00-0000					030					00/12/97					21														
DOE					JOE					J					000-00-0000					345					05/25/99					11														
TOTAL										3																																		

Figure 159: Documents on the Future File





## Documents on the Future File (350 Documents Only)

<b>Report Number</b>	<b>CULP0146</b>
<b>Brief Description:</b>	Provides a list of employees within a specific POI whose personnel actions are in the future file.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0146										*****										PAGE										1																																																																																																			
DATE: XX/XX/XX										NATIONAL FINANCE CENTER																																																																																																																							
										DOCUMENTS ON THE FUTURE FILE																																																																																																																							
										AGENCY 11 SUBMITTING OFFICE NUMBER 0000																																																																																																																							
										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																																																																																																							
LAST NAME										FIRST NAME										SSNO/										DOC										EFFECTIVE										PD										*** FOR PERSONNEL ACTIONS ONLY ***																																																																					
Doe										John										000000000										063										DATE										NO										NOA (1)										NOA (2)										AUTH DATE																																																	
Doe										Jane										000000000										063										00/12/XX										21										7										02										00/12/00																																																	
Doe										Jas										000000000										063										00/12/XX										21										7										02										00/12/00																																																	
																				000000000										063										00/26/XX										22										7										02										00/26/00																																																	





## Employees Using Designated Agent

<b>Report Number</b>	<b>CULP0147</b>
<b>Brief Description:</b>	Provides a list of employees whose checks are sent to a designated agent.
<b>Sequence of Data:</b>	POI and employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0147				
NATIONAL FINANCE CENTER				
PAGE 6				
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED				
AGENCY XX				
DATE XX/XX/XX				
EMPLOYEES USING DESIGNATED AGENT				
SOCIAL				
SON	EMPLOYEE NAME	SECURITY NUMBER	DESG AGNT	ORGANIZATIONAL STRUCTURE
0000	DOE, JOHN	000000000	0000	00 04 0000 00 00 00 00
	DOE, JANE	000000000	0000	13 01 0000 00 00 00 00
	DOE, JOE	000000000	0000	15 60 0000 00 00 00 00
TOTAL NUMBER OF EMPLOYEES USING DESIGNATED AGENT 26				

Figure 161: Employees Using Designated Agent







## Status of Lump Sum Payments

<b>Report Number</b>	<b>CULP0148</b>
<b>Brief Description:</b>	Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk. This report also indicates whether or not an employee's last T&A was coded "final".
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID CULP0148										STATUS OF LUMP SUM PAYMENTS AS OF XX/XX/XX										PAGE 1	
AGENCY 90 DM, OFC OF THE CHIEF FIN OFFC																					
ORG LEVEL 2 05 INTERNAL CONTROLS																					
ORG LEVEL 3 00																					
ORG LEVEL 4 0000																					
SUBM OFFICE 5317																					
SSNO	EMPLOYEE NAME	T/A CONTACT POINT	NATURE ACTION	SEPARATION EFF DATE	PP	YR	FINAL TYPE T/A EMP	PAY PLAN	LV CAT	ANNUAL LV	SICK LV	COMP LV	REST LV								
										CREDIT HOURS	RELIGIOUS COMP										
*XXX-XX-XXXX DOE, JANE										11 0010 01 03 317	01/14/11 03 11 YES F/T	GS 4	8.00 0.00	0.00 0.00	0.00 0.00						
TOTAL EMPLOYEES 1																					
* EMPLOYEES WHO HAVE BEEN SEPARATED 90 DAYS OR MORE AND LUMP SUM PAYMENTS HAVE NOT BEEN PROCESSED----														PLEASE VERIFY							

Figure 162: Status of Lump Sum Payments





## T&A Reject Percentage Report by Agency (Cumulative)

<b>Report Number</b>	<b>CULP0149</b>
<b>Brief Description:</b>	Provides statistical T&A data for the current processing pay period. It also provides Agency totals and percentages as well as corresponding year-to-date figures. Additional security access is required to generate this report because interface is made with TIME. To obtain access, contact your ASO.
<b>Sequence of Data:</b>	T&A contact point.
<b>Report Updated:</b>	After TIME is executed.

REPORT ID: CULP0149 DB 05		T & A REJECT PERCENTAGE REPORT BY AGENCY (CUMULATIVE)						PAGE 1				
DATE PREPARED: XX/XX/XX		PAY PERIOD 09 PASS 99						TIME PREPARED: 18.28.08				
CONTACT POINT	TOTAL T&A'S	SCANNED T & A " S			TRANSMITTED T & A " S			TOTAL T & A " S				
		TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT
90-11-0010-01-01	0	0	0	0.0%	9	9	0	0.0%	9	9	0	0.0%
90-11-0010-01-02	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-11-0010-01-03	0	0	0	0.0%	42	42	0	0.0%	42	42	0	0.0%
90-11-0010-01-04	0	0	0	0.0%	5	5	0	0.0%	5	5	0	0.0%
90-11-0010-01-05	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-11-0010-01-06	0	0	0	0.0%	8	8	0	0.0%	8	8	0	0.0%
90-11-0010-01-09	0	0	0	0.0%	26	26	0	0.0%	26	26	0	0.0%
90-11-0010-01-10	0	0	0	0.0%	4	4	0	0.0%	4	4	0	0.0%
90-11-0010-01-11	0	0	0	0.0%	3	3	0	0.0%	3	3	0	0.0%
90-11-0010-01-14	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-11-0010-01-20	0	0	0	0.0%	10	10	0	0.0%	10	10	0	0.0%
90-11-0010-01-42	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-11-0010-01-51	0	0	0	0.0%	12	12	0	0.0%	12	12	0	0.0%
90-11-0010-01-60	0	0	0	0.0%	7	7	0	0.0%	7	7	0	0.0%
90-22-1690-01-01	0	0	0	0.0%	8	8	0	0.0%	8	8	0	0.0%
90-22-1690-01-06	0	0	0	0.0%	14	13	1	7.1%	14	13	1	7.1%
90-22-1690-01-39	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-01-52	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-37	0	0	0	0.0%	9	9	0	0.0%	9	9	0	0.0%
90-22-1690-03-39	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-43	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-95	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-01	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-16	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-40	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-44	0	0	0	0.0%	3	3	0	0.0%	3	3	0	0.0%
90-22-1690-05-13	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-17	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-18	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-31	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-05-44	0	0	0	0.0%	13	13	0	0.0%	13	13	0	0.0%
90-22-1690-05-52	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-73	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-89	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-94	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-05-97	0	0	0	0.0%	87	86	1	1.1%	87	86	1	1.1%
90-22-1690-06-96	0	0	0	0.0%	6	6	0	0.0%	6	6	0	0.0%
90-22-1690-07-30	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-07-91	0	0	0	0.0%	7	7	0	0.0%	7	7	0	0.0%
90-22-1690-07-92	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%

Figure 163: T&A Reject Percentage Report by Agency (Cumulative)





## Report of Accessions -- Monthly (w/o Sensitive Data)

<b>Report Number</b>	<b>CULP0150</b>
<b>Brief Description:</b>	Provides a list of new employees within a specific month and ORG structure. This report is a counterpart of Report Number CULP0121 except sensitive data, age and RNO codes, are included. It also provides an ACC NOA column which identifies the NOA code used on the accession personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the Personnel History Information System (PHIS) database. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Pay plan and grade.
<b>Report Updated:</b>	After PINE is executed.

CULP0150 REPORT OF ACCESSIONS -- MONTHLY (W/O SENSITIVE DATA) PAGE 3												
MONTH 01 YEAR XX												
AS OF XX/XX/XX												
AGENCY: XX												
LRV 2: 05 XXXXX												
LRV 3: 04 XXXXX												
LRV 4: 0000 XXXX OFFICR												
FIRST												
LAST NAME	NAME	MI	ACC NOA	POSITION NUMBER	PAY PLAN	GRADE	BASE PAY	OCC SERIES	T/E	T/A	DATE	ACCESSION
DOE	JOHN	J	171	XXXXXXXX	GS	04	17447.00	0326	1	04	1997/01/19	
DOE	JANE	M	171	XXXXXXXX	GS	04	17447.00	0326	1	04	1997/01/19	
DOE	JOE	I	171	XXXXXXXX	GS	04	17447.00	0326	1	04	1997/01/19	
TOTAL EMPLOYEES IN ORG LEV4											3	
TOTAL EMPLOYEES IN ORG LEV3											5	

Figure 164: Report of Accessions -- Monthly (W/O Sensitive Data)





## Report of Separations -- Monthly (W/O Sensitive Data)

<b>Report Number</b>	CULP0151
<b>Brief Description:</b>	Provides a list of new employees within a specific month and ORG structure. This report is a counterpart of Report Number CULP0122 except sensitive data, age and RNO codes, are included. It also provides a Separated NOA column which identifies the NOA code used on the accession or separation personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the PHIS database. Contact the ASO to obtain access.
<b>Sequence of Data:</b>	Pay plan and grade.
<b>Report of Updated:</b>	After PINE is executed.

CULP0151 REPORT OF SEPARATIONS -- MONTHLY (W/O SENSITIVE DATA) PAGE 2													
MONTH XX YEAR XX													
AS OF XX/XX/XX													
AGENCY:													
LEV 2: 01 XXXX													
LEV 3: 01 XXXX													
LEV 4: 0000													
LAST NAME	FIRST NAME	RI	SEP NOA	POSITION NUMBER	PAY PLAN	GEALE	BASE PAY	OCC SERIES	T/E	T/A	DATE SEPARATION		
DOE	JOHN	S	317	XXXXXXXX	RS	00	119854.00	0301	1	99	XXXX/01/26		
DOE	JANE	A	317	0000XXXX	GS	07	30214.00	0318	1	01	XXXX/01/00		
TOTAL EMPLOYEES IN ORG LEV4												2	
TOTAL EMPLOYEES IN ORG LEV3												2	
TOTAL EMPLOYEES IN ORG LEV2												2	

Figure 165: Report of Separations -- Monthly (W/O Sensitive Data)





<b>Report Number</b>	<b>CULP0152</b>
<b>Brief Description:</b>	Provides year-to-date (YTD) data as contained in the database and leave data (accrued, used, and balance) for the pay period indicated. It is a duplicate of TIME 4004, Leave Error Report, that is mailed to Agencies to correct leave errors listed on the report. Additional security access is required because interface is made with TIME. To obtain access, contact your ASO.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	After BEAR is executed.

### Figure 166: Leave Error Report





## Employees Eligible to Retire (FERS/CSRS Offset) Currently

<b>Report Number</b>	<b>CULP0153</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently. For CSRS employees, see report CULP0001.
<b>Sequence of Data:</b>	Retirement coverage code.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0153			EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY										PAGE		1
			AS OF XX/XX/XX												
AGENCY			90	EM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2			10	ACFO FOR FINANCIAL OPERATIONS											
ORG LEVEL 3			00												
ORG LEVEL 4 THRU 8			0000-00-00-00-00												
PAY-PL	SERS	GR	LAST NAME	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION			
ES	0510	00	DOE	JANE	XXX-XX-XXXX	05/26/51	03/03/02	5317	K	62 00	11	11-0010-001			
			ASSOCIATE CHIEF FINANCIAL OFFICE												
TOTAL EMPLOYEES FOR LEVEL 4					1										

Figure 167: Employees Eligible to Retire (FERS/CSRS Offset) Currently





## Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year

<b>Report Number</b>	<b>CULP0154</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 1 year. For CSRS employees, see report CULP0002.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0154		EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 1 YEAR										PAGE 1	
		AS OF XX/XX/XX											
AGENCY 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2 10		ACFO FOR FINANCIAL OPERATIONS											
ORG LEVEL 3 30		CONTROLLER'S OPERATN DIVISION											
ORG LEVEL 4 THRU 8 0000-00-00-00-00													
PAY-PL	SERS	GR	LAST NAME OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION	
ES	0510	00	DOE DIR, CONTROLLER OPERATIONS DIVIS	JOHN	XXX-XX-XXXX	12/26/45	01/20/02	5317	K	67 05	11	22-1690-071	
TOTAL EMPLOYEES FOR LEVEL 4					1								

Figure 168: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year





## Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years

<b>Report Number</b>	<b>CULP0155</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 2 years. For CSRS employees, see CULP0003.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0155		EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 2 YEARS										PAGE 1
		AS OF XX/XX/XX										
AGENCY 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
ORG LEVEL 2 10		ACFO FOR FINANCIAL OPERATIONS										
ORG LEVEL 3 20		TRANSPARENCY & ACCT REPORT DIV										
ORG LEVEL 4 THRU 8 0000-00-00-00-00												
PAY-PL	SERS	GR	LAST NAME OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION
GS	0343	13	DOE MGMT & PROG ANALYS OFFCR	JOHN	XXX-XX-XXXX	08/19/52	02/26/07	5317	K	60 09	06	11-0010-001
TOTAL EMPLOYEES FOR LEVEL 4				1								

Figure 169: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years







## Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years

<b>Report Number</b>	<b>CULP0156</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 3 years. For CSRS employees, see CULP0004.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0156		EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 3 YEARS										PAGE 1
		AS OF XX/XX/XX										
AGENCY 90		DM, OFC OF THE CHIEF FIN OFFC										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
ORG LEVEL 2 10		ACFO FOR FINANCIAL OPERATIONS										
ORG LEVEL 3 30		CONTROLLER'S OPERATN DIVISION										
ORG LEVEL 4 THRU 8 0060-00-00-00-00		ACCOUNTING PROCESSING BRANCH										
PAY-PL	SERS	GR	LAST NAME OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION
GS	0510	14	DOE SUPVY ACCTNT	JOHN	XXX-XX-XXXX	09/02/54	01/27/91	5317	K	58 08	22	22-1690-071
GS	0503	07	DOE ADMINISTRATIVE PAYMENT	JANE TECHNICI	XXX-XX-XXXX	10/21/49	09/26/10	5317	K	63 07	02	22-1690-071
TOTAL EMPLOYEES FOR LEVEL 4												

Figure 170: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years





## Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years

<b>Report Number</b>	<b>CULP0157</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 4 years. For CSRS employees, see CULP0005.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0157				EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 4 YEARS						PAGE 1		
				AS OF XX/XX/XX								
AGENCY 90				DM, OFC OF THE CHIEF FIN OFFC						** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
ORG LEVEL 2 10				ACFO FOR FINANCIAL OPERATIONS								
ORG LEVEL 3 10				ACCTG PLCY & CONSLDTD REPTG DV								
ORG LEVEL 4 THRU 8 0000-00-00-00-00												
PAY-PL	SERS	GR	LAST NAME OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION
GS	0510	14	DOE STAFF ACCTNT	JANE	XXX-XX-XXXX	04/03/49	05/25/81	5317	K	64 01	32	11-0010-001
TOTAL EMPLOYEES FOR LEVEL 4				1								

Figure 171: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years





## Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years

<b>Report Number</b>	<b>CULP0158</b>
<b>Brief Description:</b>	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 5 years. For CSRS employees, see CULP0006.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	After PINE is executed.

REPORT ID: CULP0158			EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 5 YEARS							PAGE		1
			AS OF XX/XX/XX									
AGENCY			90	DM, OFC OF THE CHIEF FIN OFFC			** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
ORG LEVEL 2			10	ACFO FOR FINANCIAL OPERATIONS								
ORG LEVEL 3			00									
ORG LEVEL 4 THRU 8			0000-00-00-00-00									
PAY-PL	SERS	GR	LAST NAME OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION
ES	0510	00	DOE ASSOCIATE CHIEF FINANCIAL OFFICE	JANE	XXX-XX-XXXX	05/26/51	03/03/02	5317	K	62 00	11	11-0010-001
TOTAL EMPLOYEES FOR LEVEL 4				1								

Figure 172: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years





## SPPS - Analysis of QSR Payments Within Department by Reason Code

<b>Report Number:</b>	CULP0159
<b>Brief Description:</b>	Provides a list of the total number and amount of quick service request (QSR) payments by reason code for the current pay period and year to date.
<b>Sequence of Data:</b>	Agency.
<b>Report Updated:</b>	After BEAR is executed.

CULP0159/SP05001		SPECIAL PAYROLL PROCESSING SYSTEM QUICK SERVICE REQUEST				DATE: XX/XX/XX	
		ANALYSIS OF QSR PAYMENTS WITHIN DEPARTMENT BY REASON CODE				PAGE 1	
		PROCESSING PAY PERIOD NO/YR XX/XX					
AG U.S. DEPARTMENT OF AGRICULTURE							
AGENCY	POI	REASON CODE	REASON DESCRIPTION	---	CURRENT PAY PERIOD ---	-----	YEAR TO DATE -----
				NO. REQUEST	AMOUNT	NO. REQUEST	AMOUNT
90	5317	02	LATE ACCESSION	0	.00	4	4700.00
POI 5317 TOTALS:				0	.00	4	4700.00

**Figure 173: Special Payroll Processing System Quick Service Request Analysis of QSR Payments Within Department by Reason Code**







## SPPS - Transaction Register

<b>Report Number</b>	<b>CULP0160</b>
<b>Brief Description:</b>	Provides a list of the QSR payments processed each day. It also provides the employee's name, net pay, payment date, schedule number, and pay period of each QSR payment.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	QSR payments are processed each workday at 11 a.m. central time (CT). Requests entered after 11 a.m. CT will be updated and processed the following day.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED									
SPECIAL PAYROLL PROCESSING SYSTEM									
QUICK SERVICE REQUEST									
TRANSACTION REGISTER									
PROCESSING PAY PERIOD NO/YR XX/XX									
PAGE 1									
SSNO	EMPLOYEE NAME	NET PAY	PAYMENT DATE	ENTRY DATE	TRANSACTION TIME	CHECK NUMBER	SCHEDULE NUMBER	PERIOD NUMBER	
00000000	Doe, John	550.00	00/14/00	00/11/XX	13:57:48	000000	000000	19	
REASON CODE: 02 DESCRIPTION: LATR ACCESSION									
CK DIST: BANK RTE NO:XXXXXXXXX, ACCT NO: XXXX									
CONTACT: NAME: Doe, Jane AGENCY: 11 PHONE NO.: 000 000-0000									
F & A CONTACT POINT, AG 11, ST 31, CITY 0207, UN 00, TR 00									
ACCT TYPE: C									

Figure 174: Special Payroll Processing System Quick Service Request Transaction Register





## SPPS - Quick Service Request Missing T&A Report

<b>Report Number</b>	<b>CULP0161</b>
<b>Brief Description:</b>	Provides a list of QSR payments for which T&As have not been received. It also provides employee's name, payment date, schedule number, payment amount, pay period, and year for each processed QSR payment.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After BEAR is executed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED							
CULP0161/SPPS046		SPECIAL PAYROLL PROCESSING SYSTEM				DATE: xx/xx/xx	
DEPT/AGCY: AG11		QUICK SERVICE REQUEST				PAGE 1	
POI: 5091		MISSING T & A REPORT					
		PROCESSING PAY PERIOD NO/YR					
SSNO	EMPLOYEE NAME	QSR PAYMENT DATE	SCHEDULE NUMBER	PAYMENT AMOUNT	PAY PERIOD NUMBER	PAY PERIOD YEAR	
123 123 1234	DOE JOHN	12/31/00	101201	\$ 725.00	11	XX	

Figure 175: Special Payroll Processing System Quick Service Request Missing T&A Report





## SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report

<b>Report Number</b>	<b>CULP0162</b>
<b>Brief Description:</b>	Provides a daily list of employees with advanced leave that has not been forgiven. The employee may or may not have a tax credit due which is calculated by NFC. When the Action Required column shows <i>Case Ready To Be Released</i> , the Agency must release the payment from Special Payroll Processing System (SPPS) Mainframe/Block Mode Format.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	Each SPPS process.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED				
CULP0162/SP12501	SPECIAL PAYROLL PROCESSING SYSTEM INDEBTEDNESS ADVANCED LEAVE - TAX CREDIT SUSPENSE REPORT			DATE: XX/XX/XX
DEPARTMENT: AG AGENCY: 90 POI: 5317				PAGE 1
SSNO	EMPLOYEE NAME	SEPARATION DATE	TAX CREDIT AMOUNT	ACTION REQUIRED
XXXXXXXXXX	DOE, JOHN	10/03/11	170.47	CASE READY TO BE RELEASED
XXXXXXXXXX	DOE, JANE	12/31/11	684.96	CASE READY TO BE RELEASED

**Figure 176: Special Payroll Processing System Indebtedness Advanced Leave - Tax Credit Suspense Report**



<b>Report Number</b>	<b>CULP0163</b>
<b>Brief Description:</b>	Provides a list of SPPS records that cleared all front-end edits but failed edits of the SPPS batch program. These errors must be corrected and released before disbursements can be made.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	Each SPPS process.

[illegible]

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## SPPS - Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX

<b>Report Name</b>	<b>CULP0164</b>
<b>Brief Description:</b>	Provides an annual list by SSN of deceased employee disbursements that have been made to the beneficiaries. If all payments sent to SPPS have not been disbursed, the amount remaining to be disbursed is shown in the Balance Remaining column. This report is produced at calendar yearend.
<b>Sequence of Data:</b>	POI and SCD.
<b>Report Updated:</b>	Each SPPS process.

CULP0164/SPPS161 DATE: XX/XX/XX		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED SPECIAL PAYROLL PROCESSING SYSTEM DEATH CASE COMPLETED CLAIMS BY AGENCY/POI THRU CALENDAR YEAR ENDING XX/XX/XX			PAGE 1
DEPARTMENT: AG AGENCY: 90 POI: 5317					
		----- DATE OF -----			
SSNO	EMPLOYEE NAME	DEATH	LAST DISBURSEMENT	CLAIM COMPLETION	BALANCE REMAINING
XXXXXXXXXX	DOE, JANE	05/29/12	06/19/12	06/19/12	.00

**Figure 178: Special Payroll Processing System Death Case Completed Claims by Agency/POI Thru Calendar Year Ending XX/XX/XX**





## SPPS - Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX

<b>Report Name</b>	CULP0165
<b>Brief Description:</b>	Provides a quarterly status of disbursement to the beneficiary/heir.
<b>Sequence of Data:</b>	Employee name.
<b>Report Updated:</b>	Each SPPS process.

CULP0165/SPPS162	SENSITIVE PERSONNEL DATA - USE IS RESTRICTED			DATE: XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM			PAGE 1
	DEATH CASE			
	STATUS OF ACTIVE CLAIMS BY AGENCY/POI			
	THRU QUARTER ENDING XX/XX/XX			
DEPARTMENT: AG				
AGENCY: 90				
POI: 5317				
EMPLOYEE NAME: DOE, JOHN				
SSNO: XXXXXXXX DATE OF DEATH: 00/00/08				
DATE OF LAST DISBURSEMENT: 00/00/00				
NET AMOUNT(S) RECORDED :				
PAYE DISBURSED :		.00	NOT DISBURSED:	832.48
MANUAL PAY DISBURSED :		.00	OUTSTANDING :	.00
TAX CREDITS DISBURSED :		.00	NOT DISBURSED:	68.96
			TOTAL RECORDED:	901.44
NET AMOUNT(S) PROCESSED:				
DISBURSED TO CLAIMANTS :		.00		
PENDING/HOLD STATUS :		.00		
COLLECTIONS :		.00		
			TOTAL PROCESSED:	.00
			BALANCE REMAINING TO BE DISBURSED:	901.44
EMPLOYEE NAME: DOE, JANE				
SSNO: XXXXXXXX DATE OF DEATH: 04/08/05				
DATE OF LAST DISBURSEMENT: 00/00/00				
NET AMOUNT(S) RECORDED :				
PAYE DISBURSED :		.00	NOT DISBURSED:	634.67
MANUAL PAY DISBURSED :		.00	OUTSTANDING :	.00
TAX CREDITS DISBURSED :		.00	NOT DISBURSED:	52.57
			TOTAL RECORDED:	687.24
NET AMOUNT(S) PROCESSED:				
DISBURSED TO CLAIMANTS :		.00		
PENDING/HOLD STATUS :		.00		
COLLECTIONS :		.00		
			TOTAL PROCESSED:	.00
			BALANCE REMAINING TO BE DISBURSED:	687.24

Figure 179: Special Payroll Processing System Death Case Status of Active Claims by Agency/POI Thru Quarter Ending XX/XX/XX





## SPPS - Indebtedness/Active Cases as of XX/XX/XX

<b>Report Name</b>	CULP0166
<b>Brief Description:</b>	Provides a list of outstanding SPPS indebtedness cases and the number of days held in SPPS.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	Each SPPS process.

CULP0166/SPPS121		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE: XX/XX/XX	
DEPARTMENT: AG AGENCY: 90 POI: 5317		SPECIAL PAYROLL PROCESSING SYSTEM INDEBTEDNESS ACTIVE CASES AS OF XX/XX/XX		PAGE: 1	
SSNO	EMPLOYEE NAME	DATE OF TERMINATION	RECORDED IN SPPS	NUMBER OF DAYS ACTIVE IN SPPS	
XXXXXXXXXX	DOE, JOHN	09/16/06	10/03/06	0002425	
XXXXXXXXXX	DOE, JANE	09/27/00	10/14/00	0004605	

Figure 180: Special Payroll Processing System Indebtedness Active Cases as of XX/XX/XX





## SPPS - Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX

<b>Report Name</b>	CULP0167
<b>Brief Description:</b>	Provides a list of separated employees who are indebted for leave, the type of advanced leave, and the number of advanced leave hours collected through SPPS. The hours collected must be deleted from the database using the Time Inquiry - Leave Update System (TINQ).
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	Each SPPS process.

CULP0167/SPPS120		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE: XX/XX/XX
		SPECIAL PAYROLL PROCESSING SYSTEM		PAGE 1
		INDEBTEDNESS ADVANCED LEAVE HOURS COLLECTED BY SPPS		
		FOR PROCESSING PAY PERIOD/YR XX/XXXX		
DEPARTMENT: AG				
AGENCY: 11				
POI: 0000				
SSNO	EMPLOYEE NAME	TYPE OF LEAVE	LEAVE HOUR	
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 15 000000000 Doe John S		SICK	4.00	
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09 000000000 Doe Jane A		ANNUAL	4.00	
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09 000000000 Doe John F		ANNUAL	4.00	

Figure 181: Special Payroll Processing System Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/YR XX/XX/XX







## Status of Documents by SSN

<b>Report Name</b>	<b>CULE0001</b>
<b>Brief Description:</b>	<p>Provides a list of employees with documents on the Personnel Action Processing System (PACT) or Payroll/Personnel Remote Entry System (PRES) database and the status of the documents.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	<p>When documents are successfully added in PACT or PRES.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>

REPORT ID: CULE0001									
DATE: XX/XX/XX									
NATIONAL FINANCE CENTER									
PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
STATUS OF DOCUMENTS BY SSN									
SERVICING AGENCY-00	AGENCY-00	SSN/	FORM	NATURE OF ACTION	BFF	AUTH	ENTRY	OPER	USER
CD	POI	POS. NO.	LAST NAME	NO.	PP	1ST	2ND	DATE	DATE
00	0000	000000000	JONES	SF-1198	18			XX/XX/XX	RYM NP000
00	0000	000000000	DOE	AD-350A	18	877		XX/XX/XX	NRA NP000
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									

Figure 182: Personnel Remote Entry System (PACT/PRES) Status of Documents by SSN





## Status of Documents by Form Number

<b>Report Name:</b>	CULE0002
<b>Brief Description:</b>	<p>Provides a list of employees with documents on the PACT or PRES database and the status of the documents.</p> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	<p>When documents are successfully added in PACT or PRES.</p> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>

REPORT ID: CULE0002									
DATE: XX/XX/XX									
NATIONAL FINANCE CENTER									
PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
STATUS OF DOCUMENTS BY FORM NO.									
SERVICING AGENCY-00	AGENCY-00	SSN/	DATE	DATE	DATE	DATE	DATE	DATE	DATE
CD	POI	NO.	LAST NAME	POS. NO.	PP	1ST	2ND	DATE	DATE
00	0000	AD-581	Doe	0000000000	18			XX/XX/XX	NRA NP000
00	0000	AD-581	Doe	0000000000	18			XX/XX/XX	NRA NP000
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									
TOTAL 2									

Figure 183: Personnel Remote Entry System (PACT/PRES) Status of Document by Form No.





## Status of Documents by Status Code

<b>Report Number</b>	<b>CULE0003</b>
<b>Brief Description:</b>	<p>Provides a list of employees with documents on the PACT or PRES database and the status of the documents.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>
<b>Sequence of Data:</b>	Status code.
<b>Report Updated:</b>	<p>When documents are successfully added in PACT or PRES.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>

REPORT ID: CULE0003										PAGE 1									
DATE: XX/XX/XX										NATIONAL FINANCE CENTER									
										PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)									
										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
SERVICING AGENCY-00 AGENCY-00										STATUS OF DOCUMENTS BY STATUS CODE									
AGCY	SSN/	POS. NO.	LAST NAME	FORM NO.	PP	NATURE OF ACTION	RFF	AUTH	ENTRY	OPER	USER								
CD	POI					1ST	2ND	DATE	DATE	DATE	INIT	ID							
00	0000	0000000000	WILLIAMS	AD-581	18					XX/XX/XX	NRA	NP000							
00	0000	0000000000	JONSON	AD-581	18					XX/XX/XX	NRA	NP000							
00	0000	0000000000	JONS	AD-581	18					XX/XX/XX	MNJ	NP000							

**Figure 184: Personnel Remote Entry System (PACT/PRES) Status of Documents by Status Code**





## Status of Documents by Effective Pay Period

<b>Report Name</b>	<b>CULE0004</b>
<b>Brief Description:</b>	<p>Provides a list of employees with documents on the PACT or PRES database and the status of the documents.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>
<b>Sequence of Data:</b>	Effective pay period.
<b>Report Updated:</b>	<p>When documents are successfully added in PACT or PRES.</p> <hr/> <p>Note: PACT and PRES are retired systems and used as a reference only.</p>

REPORT ID: CULE0004									
DATE: XX/XX/XX									
NATIONAL FINANCE CENTER									
PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
STATUS OF DOCUMENTS BY EFFECTIVE PAY PERIOD									
SERVICING AGENCY-00 AGENCY-00									
AGCY	SSN/	FORM	NATURE OF ACTION	RPF	AUTH	ENTRY	OPER	USER	
CD	POI	POS. NO.	LAST NAME	NO.	PF	1ST	2ND	DATE	DATE
00	0000	0000000000	JONSONS	AD-350A	17	292		XX/XX/XX	XX/XX/XX
00	0000	0000000000	WILLIAMS	AD-581	18			XX/XX/XX	NRA NP000
00	0000	0000000000	SMITHS	AD-581	18			XX/XX/XX	NRA NP000
00	0000	0000000000	JONSON	AD-581	18			XX/XX/XX	MNJ NP000
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									

Figure 185: Personnel Remote Entry System (PACT/PRES) Status of Documents by Effective Pay Period







## Status of Documents by User-ID (PACT/PRES) Systems

<b>Report Name</b>	<b>CULE0005</b>
<b>Brief Description:</b>	<p>Provides a list of employees with documents on the PACT or PRES database and the status of the documents.</p> <p><u>Note: PACT and PRES are retired systems and used as a reference only.</u></p>
<b>Sequence of Data:</b>	User ID.
<b>Report Updated:</b>	<p>When documents are successfully added in PACT or PRES.</p> <p><u>Note: PACT and PRES are retired systems and used as a reference only.</u></p>

REPORT ID: CULE0005									
DATE: XX/XX/XX									
NATIONAL FINANCE CENTER									
PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
SERVICING AGENCY-00 AGENCY-00									
STATUS OF DOCUMENTS BY USER-ID									
AGCY	SSN/	FORM	NATURE OF ACTION	RFP	AUTH	ENTRY	OPER	USER	
CD	POI	POS. NO.	LAST NAME	NO.	PP	1ST	2ND	DATE	DATE
00	0000	000000000	DOE	AD-350A	19	317		XX/XX/XX	XX/XX/XX
00	0000	000000000	DOE	AD-350A	19	571		XX/XX/XX	XX/XX/XX
00	0000	000000000	DOE	AD-350A	18	781		XX/XX/XX	XX/XX/XX
00	0000	000000000	DOE	AD-581	18			XX/XX/XX	XX/XX/XX
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									
RELEASED-PRINT ONLY									

Figure 186: Personnel Remote Entry System (PACT/PRES) Status of Documents by User-ID





## Listing of Personnel Error Messages

<b>Report Name:</b>	<b>CULU0001</b>
<b>Brief Description:</b>	Provides a list of employees with current payroll/personnel error messages for all payroll and personnel transactions which failed the edits during the PINE process for the prior, current, and future pay periods. It also provides a Signon Ident field which identifies the name of the system generating the action (e.g., PINE58, BEAR00). The report also lists Position Management System Online (PMSO) system error messages. It is the responsibility of the Agencies to immediately correct these transactions to ensure employees receive their within-grade increases, pay adjustments, etc. timely. Also available to Front-End System Interface (FESI) users is Report CULU6701. Employee Express users, see Report CULU6801.
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT U0001		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO. 1	
DATE XX/XX/XX		NATIONAL FINANCE CENTER			
SIGNON IDENT NFCSPPS		LISTING OF PERSONNEL ERROR MESSAGES			
		FOR PAY PERIOD 17 JOB 1800 PASS 02			
		***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****			
ORG STRUCTURE		SON			
SSNO		EMPLOYEE NAME			
FORM (TASK) FAIL ERR		.....E R R O R M E S S A G E.....		.....ELEMENT NAME.....	
NUMBER		CNT CODE		.....CONTENT OF ELEMENT....	
00 70 30 0040		0000			
000000000		WILLIAMS, ANDREW G			
NFC-74 (030)		01 019 DUPLICATE DOCUMENTS		A	
NFC-74 (030)		01 019 DUPLICATE DOCUMENTS		A	

Figure 187: Listing of Personnel Error Messages





## Documents in Suspense

<b>Report Name</b>	<b>CULU0002</b>
<b>Brief Description:</b>	Provides a two-section report that includes statistical data by form number. Section One lists all current payroll and personnel transactions which failed the edits during the PINE process for the prior, current, and future pay periods. When the entire Department is requested, Section Two provides a summary of the total number of current suspended transactions for prior, current, and future periods. Also available to FESI users is Report CULU6702.
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU0002		NATIONAL FINANCE CENTER		PAGE NO. 2	
DATE XX/XX/XX		DOCUMENTS IN SUSPENSE			
		FOR PAY PERIOD 01 AGENCY FA SUBMITTING OFFICE 0000			
FORM NUMBER	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT	
SF-2809	0	0	1	1	
SF-50	0	0	4	4	
TOTAL BY SON 0000	0	0	5	5	

Figure 188: Documents in Suspense





## Listing of All Documents Processed

<b>Report Name</b>	<b>CULU0003</b>
<b>Brief Description:</b>	Provides a cumulative list of all transactions processed during the current pay period and shows the disposition of each document. It also provides a History Correction Update Processing System (HCUP) indicator (Ind) column. Y denotes the personnel action is part of a HCUP package. Also available to FESI users is Report CULU6703.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU0003														PAGE NO 1	
DATE XX/XX/XX															
NATIONAL FINANCE CENTER															
LISTING OF ALL DOCUMENTS PROCESSED															
PAY PERIOD 17 PASS 05															
** PRESENT FOR 060-063-065 DOCUMENTS ONLY **															
SSNO	AGENCY	DOC	PP	PASS	FAIL	DISPOSITION	EFFECTIVE	SON	BATCH	ACTION	HCUP	AUTH	NOA	NOA	
		CODE	NO	NO	COUNT		DATE		NUMBER	CODE	IND	DATE	CODE1	CODE2	
000000000	11	063	17	01		APPLIED	08/17/XX	0000	7700	2		08/16/00		894	
000000000	11	063	17	03		APPLIED	08/30/XX	0000	5522	3		08/27/00		357	
000000000	11	100	17	02		APPLIED	08/17/XX	0000	5521						
		112	17	02		APPLIED	08/17/XX	0000	5521						

Figure 189: Listing of All Documents Processed







## Listing of Error Counts by Document (by SON)

<b>Report Name</b>	<b>CULU0004</b>
<b>Brief Description:</b>	Provides a list of the number of errors for each message within a form number. Also available to FESI users in Report CULU6704.
<b>Sequence of Data:</b>	Agency code and POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU0004				PAGE NO. 4	
DATE XX/XX/XX					
NATIONAL FINANCE CENTER					
LISTING OF ERROR COUNTS BY DOCUMENT					
FOR PAY PERIOD 17 PASS 05					
AGENCY	SON	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION
XX	0000	SF-50 (063)	021	1	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS
			025	1	IN SING DUE TO ROLLBACK-TAKE APPROPRIATE ACTION
XX			439	1	LEAVE EARN STATUS MUST BE PRESENT
XX			030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE
			031	1	HCUP DOCUMENT IN ERROR
			074	1	DATE AND NATURE OF ACTION REQUIRES FEGLI REMARK CD
			099	1	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA
XX			018	2	MULTIPLE PERSONNEL ACTION ERROR
			021	1	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS
			025	2	IN SING DUE TO ROLLBACK-TAKE APPROPRIATE ACTION
			158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION
			513	2	VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE
TOTAL NUMBER OF ERRORS =				16	

Figure 190: Listing of Error Counts by Document





## Listing of Error Counts by Document

<b>Report Name:</b>	<b>CULU0005</b>
<b>Brief Description:</b>	Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report CULU6705.
<b>Sequence of Data:</b>	Agency code and form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU0005		NATIONAL FINANCE CENTER		PAGE NO.	1
DATE XX/XX/XX		LISTING OF ERROR COUNTS BY DOCUMENT			
		FOR PAY PERIOD 17 PASS 05			
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION	
XX	SF-50 (063)	018	2	MULTIPLE PERSONNEL ACTION ERROR	
		021	2	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS	
		025	3	IN SING DUE TO ROLLBACK-TAKE APPROPRIATE ACTION	
		030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE	
		031	1	HCUP DOCUMENT IN ERROR	
		074	1	DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD	
		099	2	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA	
		158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION	
		439	1	LEAVE EARN STATUS MUST BE PRESENT	
		513	2	VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE	
		599	1	CLASSIFICATION ACTION CODE INVALID	
TOTAL NUMBER OF ERRORS =			18		

Figure 191: Listing of Error Counts by Document





## Listing of Personnel Error Messages

<b>Report Name</b>	<b>CULU0006</b>
<b>Brief Description:</b>	Provides a list of employees with payroll/personnel error messages for a specific pay period, job, and pass. Also available to FESI users is Report CULU6706.
<b>Sequence of Data:</b>	User ID and ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT U0006		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO. 1	
DATE XX/XX/XX		NATIONAL FINANCE CENTER			
		LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT XX000		FOR PAY PERIOD 17 JOB 1700 PASS 05			
***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****					
ORG STRUCTURE		SON			
SSNO		EMPLOYEE NAME			
FORM (TASK) FAIL ERR		.....E R R O R M E S S A G E.....			
NUMBER		CNT CODE		.....ELEMENT NAME.....	
02 08 09 0200		0000			
000000000		DOE, JOHN M			
SF-50 (xxx) 01 025		IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION			
SF-50 (xxx) 01 186		EFF DATE OF ACTION NOT LATER THAN LAST ACTION			
				NAT OF ACT 1ST 3 POS	
				NAT OF ACT 2ND 3 POS	
				PREVIOUS EFFECTIVE DATE	
				EFFECTIVE DATE OF ACTION	
				DB-PREVIOUS EFFECTIVE DATE	
				DB-EFFECTIVE DATE OF ACTION	
187 CONTINUATION OF ERROR MESSAGE 186				AUTHENTICATION DATE	
				DB-NAT OF ACT 1ST 3 POS	
				DB-NAT OF ACT 2ND 3 POS	
				DB-AUTHENTICATION DATE	





## SINQ 67 Listing of Personnel Error Messages

<b>Report Name:</b>	CULU6701
<b>Brief Description:</b>	Provides a two-section report of position data and personnel actions entered in FESI that failed the PINE edits. The report also lists PMSO error messages. Section One (SINQ 67 Listing of Personnel Error Messages) lists employees with current payroll/personnel edit messages for the prior, current, and future pay periods. When the entire Department is requested, Section Two (SINQ 67 Report of Suspense Document Count) provides a summary of the total count of prior, current, and future suspended transactions and is sorted by form number. Also available to FESI users and all other users is Report CULU0001. For employee express users, see Report CULU6801.
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT U6701	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER		
	SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES		
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01		
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****		
ORG STRUCTURE	SON	BATCH NUMBER	
SSNO	EMPLOYEE NAME	NOA AUTH1 AUTH2	AUTH DATE EFFECTIVE DATE USER ID
FORM (TASK) FAIL ERR	.....E R R O R M E S S A G E.....		.....ELEMENT NAME.....CONTENT OF ELEMENT...
NUMBER	CNT	CODE	
51 07 54 0000	0000	6706	
000000000	DOE, JOHN M	302 NEM	XX XX XX XX XX XX SPC
SF-50 (XXX) 1	000 EFF DATE INDICATES FUTURE DOC		XXXXXX
	098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349		

Figure 193: SINQ 67 Listing of Personnel Error Messages

REPORT U6701	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO.	1
DATE	NATIONAL FINANCE CENTER		
	SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT		
	FOR JOB PASS		
	FOR DEPARTMENT AG SERVING AGENCY 00		
	SUBMITTING OFFICE 0000 AGENCY 00		
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT TOTAL
NFC-74	0	0	0 0
AD-581	0	0	0 0
SF-50	0	0	0 0
AD-345	0	0	0 0
AD-347	0	0	0 0
AD-658	0	0	0 0
AD-770	0	0	0 0
AD-287-2	0	0	0 0
SF-1187	0	0	0 0

Figure 194: SINQ 67 Report of Suspense Document Count







## SINQ 67 Documents in Suspense

<b>Report Name</b>	<b>CULU6702</b>
<b>Brief Description:</b>	Provides a two-section report of statistics of FESI transactions that failed the PINE edits. Section One (SINQ 67 Documents in Suspense) lists current position and personnel transactions for the prior, current, and future pay periods. When the entire Department is requested, Section Two (Documents in Suspense) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users and all other users is Report CULU0002.
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU6702		NATIONAL FINANCE CENTER		PAGE NO.	1
DATE XX/XX/XX		SINQ 67 DOCUMENTS IN SUSPENSE			
FOR PAY PERIOD 14 AGENCY 51 SUBMITTING OFFICE 1702					
FORM NUMBER	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT	
SF-50	0	4	0	4	
TOTAL BY SON	0000	0	4	4	

Figure 195: SINQ 67 Documents in Suspense

REPORT CULU6702		NATIONAL FINANCE CENTER		PAGE NO.	1
DATE XX/XX/XX		DOCUMENTS IN SUSPENSE			
		FOR PAY PERIOD 14			
AGENCY	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT	
51	0	4	0	4	
GRAND TOTAL	0	4	0	4	

Figure 196: Documents in Suspense





## SINQ 67 Listing of All Documents Processed

<b>Report Name</b>	<b>CULU6703</b>
<b>Brief Description:</b>	Provides a cumulative list of FESI transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind column. <b>Y</b> denotes the personnel action is part of a HCUP package. Also available to FESI users and all other users is Report CULU0003.
<b>Sequence of Data:</b>	SSN.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU6703															NATIONAL FINANCE CENTER					PAGE NO		1
DATE XX/XX/XX			SINQ 67 LISTING OF ALL DOCUMENTS PROCESSED																			
			PAY PERIOD 20 PASS 01																			
SSNO	AGENCY	DOC	PP	PASS	FAIL	DISPOSITION	EFFECTIVE	SON	BATCH	ACTION	HCUP	AUTH	NOA	NOA								
	CODE	NO	NO	NO	COUNT		DATE		NUMBER	CODE	IND	DATE	CODE1	CODE2								
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		782								
000000000	93	063	20	01	01	SUSPENSE	XX/XX/XX	0000	6620	2		XX/XX/XX	782									
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		003								

Figure 197: SINQ 67 Listing of All Documents Processed





## SINQ 67 Listing of Error Counts by Document

<b>Report Name</b>	<b>CULU6704</b>
<b>Brief Description:</b>	Provides a list of the number of errors for each form and position-related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report CULU0004.
<b>Sequence of Data:</b>	Agency code and POI.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU6704					
DATE XX/XX/XX					
NATIONAL FINANCE CENTER					
SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT					
FOR PAY PERIOD 20 PASS 01					
AGENCY	SON	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION
68	1636	PMSO-1 (998)	041	5	INDIVIDUAL POSITION ALREADY EXISTS
TOTAL NUMBER OF ERRORS =				5	

**Figure 198: SINQ 67 Listing of Error Counts by Document**





## SINQ 67 Listing of Errors Counts by Document

<b>Report Name</b>	<b>CULU6705</b>
<b>Brief Description:</b>	Provides a list of the number of position and personnel errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report CULU0005.
<b>Sequence of Data:</b>	Agency code and form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT CULU6705				PAGE NO.	2
DATE XX/XX/XX				NATIONAL FINANCE CENTER	
SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT					
FOR PAY PERIOD 20 PASS 01					
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION	
IN	PMSO-1 (998)	004	16	MASTER RECORD ALREADY EXISTS	
		041	5	INDIVIDUAL POSITION ALREADY EXISTS	
		046	1	POSITION SENSITIVITY CODE INVALID	
		051	1	WK-TITLE-CD NOT IN TMGT	
TOTAL NUMBER OF ERRORS =			23		

Figure 199: SINQ 67 Listing of Error Counts by Document







## SINQ 67 Listing of Personnel Error Messages

<b>Report Name</b>	<b>CULU6706</b>
<b>Brief Description:</b>	Provides a two-section report of FESI transactions that filed the PINE edits. Section One (SINQ 67 Listing of Personnel Error Messages) lists employees with position and personnel edit messages for a specific pay period, job, and pass. When the entire Department is requested, Section Two (SINQ 67 Report of Suspense Document Count) provides a summary of the count of prior, current, and future suspended transactions. Also available to FESI users and all other users is Report CULU0006. For employee express users, see Report CULU6806.
<b>Sequence of Data:</b>	User ID and ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT U6706	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER		
	SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES		
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01		
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****		
ORG STRUCTURE	SON	BATCH NUMBER	
SSNO	EMPLOYEE NAME	NOA AUTH1 AUTH2	AUTH DATE EFFECTIVE DATE USER ID
FORM (TASK) FAIL ERR	.....E R R O R M E S S A G E.....	.....ELEMENT NAME.....	CONTENT OF ELEMENT...
NUMBER	CNT	CODE	
51 07 54 0000	0000	6706	
000000000	DOE, JOHN M	302 NEM	XX XX XX XX XX XX SPC
SF-50 (XXX) 1	000 EFF DATE INDICATES FUTURE DOC		XXXXXX
	098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349		

Figure 200: SINQ 67 Listing of Personnel Error Messages

REPORT U6706	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO.	4
DATE	NATIONAL FINANCE CENTER		
	SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT		
	FOR JOB 1400 PASS		
	FOR DEPARTMENT CM		
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT TOTAL
NFC-74	0	0	0 0
AD-551	0	0	0 0
SF-50	0	0	0 0
AD-349	0	0	0 0
AD-347	0	0	0 0
AD-658	0	0	0 0
AD-770	0	0	0 0
AD-2877-2	0	0	0 0
SF-1187	0	0	0 0

Figure 201: SINQ 67 Report of Suspense Document Count





## Employee Express Personnel Error Messages

<b>Report Name</b>	<b>CULU6801</b>
<b>Brief Description:</b>	Provides a two-section report of Employee Express (EEX) transactions that failed the PINE edits. Section One (Listing of Personnel Error Messages) lists employees with transactions that failed the PINE edits for the prior, current, and future pay periods. The report also lists PMSO error messages. When the entire Department is requested, Section Two (Employee Express Personnel Error Messages) provides a summary of the total count of prior, current, and future suspended transactions. For FESI users, see Report CULU0001 and CULU6701. For all other users, see Report CULU0001 only.
<b>Sequence of Data:</b>	Form number.
<b>Report Updated:</b>	After PINE is executed.

REPORT U6801		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO
DATE XX/XX/XX		NATIONAL FINANCE CENTER		
LISTING OF PERSONNEL ERROR MESSAGES				
SIGNON IDENT SPC		FOR PAY PERIOD 14 JOB 1400 PASS 01		
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****				
ORG STRUCTURE		SON		
SSNO		EMPLOYEE NAME		
FORM (TASK) FAIL ERR .....E R R O R M E S S A G E..... ELEMENT NAME.....CONTENT OF ELEMENT...				
NUMBER		CNT	CODE	
51 07 54 0000		0000		
000000000		DOE, JOHN M		
AD-349 (xxx)		1 06	006 AGENCY/SON NOT COMPATIBLE WITH DATA BASE	
		AGENCY CODE - BLOCK 95		
		DB-AGENCY XX		
		AGENCY CODE AD-349 XX		
		DB-SUBMITTING OFFICE NUMBER 1812		

Figure 202: Listing of Personnel Error Messages

REPORT U6801		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO. 4	
DATE		NATIONAL FINANCE CENTER			
		EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES			
		FOR JOB 1400 PASS 01			
		FOR DEPARTMENT CM			
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL	
NFC-74	0	0	0	0	
AD-581	0	0	0	0	
SF-50	0	0	0	0	
AD-349	0	0	0	0	
AD-347	0	0	0	0	
AD-658	0	0	0	0	
AD-770	0	0	0	0	
AD-2877-2	0	0	0	0	
SF-1187	0	0	0	0	

Figure 203: Employee Express Personnel Error Messages





## Employee Express Personnel Error Messages

<b>Report Name:</b>	<b>CULU6806</b>
<b>Brief Description:</b>	Provides a two-section report of EEX transactions that failed the PINE edits. Section One (Listing of Personnel Error Messages) lists employees with payroll edit messages for a specific pay period, job, and pass. When the entire Department is requested, Section Two (Employee Express Personnel Error Messages) provides a summary of the count of prior, current, and future suspended transactions and is sorted by form number. For FESI users, see Reports CULU0006 and CULU6706. For all other users, see Report CULU0001 only.
<b>Sequence of Data:</b>	User ID and ORG structure.
<b>Report Updated:</b>	After PINE is executed.

REPORT U6806	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO
DATE XX/XX/XX	NATIONAL FINANCE CENTER	
LISTING OF PERSONNEL ERROR MESSAGES		
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01	
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****		
ORG STRUCTURE	SON	
SSNO	EMPLOYEE NAME	
FORM (TASK) FAIL ERR .....E R R O R M E S S A G E..... ELEMENT NAME.....CONTENT OF ELEMENT...		
NUMBER	CNT	CODE
51 07 54 0000	0000	
000000000 DOE, JOHN M		
AD-349 (XXX)	1 06 006 AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95
	DB-AGENCY	XX
	AGENCY CODE AD-349	XX
	DB-SUBMITTING OFFICE NUMBER	1812

Figure 204: Listing of Personnel Error Messages

REPORT U6806	U.S. DEPARTMENT OF AGRICULTURE			PAGE NO.	4
DATE	NATIONAL FINANCE CENTER				
	EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES				
	FOR JOB 1400 PASS				
	FOR DEPARTMENT GM				
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL	
NFC-74	0	0	0	0	
AD-581	0	0	0	0	
SF-50	0	0	0	0	
AD-349	0	0	0	0	
AD-347	0	0	0	0	
AD-658	0	0	0	0	
AD-770	0	0	0	0	
AD-287-2	0	0	0	0	
SF-1187	0	0	0	0	

Figure 205: Employee Express Personnel Error Messages





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